

# SPRINGER MUNICIPAL SCHOOLS TRAVEL REIMBURSEMENT

PER DIEM ADVANCE \_\_\_\_\_ BALANCE \_\_\_\_\_ ESTIMATED \_\_\_\_\_ ACTUAL \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ School: \_\_\_\_\_

Starting Point: \_\_\_\_\_ Destination: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Mode of Travel: Privately Owned Airplane 40 cents per nautical mile: \_\_\_\_\_ \$ \_\_\_\_\_

\*\*Privately Beginning Odometer Reading \_\_\_\_\_ Ending Odometer Reading \_\_\_\_\_

Total Miles \_\_\_\_\_ @ \$.42 \$ \_\_\_\_\_

Actual expenses in addition to per diem (travel by common carrier – most economical, taxi, parking fees, rental cars when less expense transportation not available, registration fees, miscellaneous expenses as allowed by the Superintendent): Please submit receipts:

Per diem (as per rates set forth on attached sheet): \$ \_\_\_\_\_

Balance 80% per diem: \$ \_\_\_\_\_

20% per diem due (must be requested within five days return): \$ \_\_\_\_\_

Estimated Meals/Lodging at approved rates (Must have prior approval): \$ \_\_\_\_\_

Actual Expenditures (Must have receipts & submit within five days return): \$ \_\_\_\_\_

**\*\*\* Pre trip authorization** \_\_\_\_\_  
Superintendent Date

I hereby certify that the above travel was done in connection with authorized school business, thirty-five miles away from my designated post of duty and that the above statement is true and payment thereof has not been received.

**Post Trip Authorization**

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Principal/Director

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Superintendent