

TUPELO PUBLIC SCHOOL DISTRICT
Travel Request Form

Name of Employee _____ Position _____

School/Location _____ Date of Trip _____

For Trip To _____ Purpose of Trip _____

I. Estimated expenses for the above trip on behalf of this school district:

1. Transportation

Personal Auto (____ miles @ .545 cents per mile)

Air Fare (**Receipt will be required**)

2. Lodging (Receipt will be required)

3. Registration - Advance form required

(**Receipt will be required**)

4. Other, list _____

(**Receipt will be required**)

5. Meals (____ meals for ____ day trip)

6. Students - report all student expenses here

____ @ ____ Registration (**Receipt will be required**)

____ @ ____ Meals

____ @ ____ Lodging (**Receipt will be required**)

Total estimated expenses this trip

Estimated

\$

*

\$
=====

Documented actual expenses are due in the finance office 5 days (per state audit department) after the trip.

* Not applicable unless overnight travel is involved.

Employee Signature _____ Date _____

(See back for instructions/cash advances)

II. Action by Principal/Supervisor/Director:

Recommend absence be () approved () disapproved

A substitute will () be employed () not be employed

Source of funds () school budget () other _____ () Learning Foundation

Budget Code: _____ / 900 / _____ / 000 / 581 / _____ Vendor # _____
Fund GL Func Prog Obj Unit

Approved Signature _____ Date _____

Principal/Supervisor/Director

III. Action by Administrative Office: Travel has been () approved () disapproved

Signature: _____ Date _____ Trip Code _____ / _____

Note : Budget numbers are required prior to action by the administrative office.

To process a trip request, a Travel Request Form (TPSD DKC-E 1) shall be completed and sent to the Administrative Office for approval at least **ten (10) working days** prior to the trip. If approved, the request form will be returned to the employee along with a Travel Expense Report (TPSD DKC-E 2) form. Within **five (5)** days after returning from the trip, both forms (TPSD DKC-E 1 & TPSD DKC-E 2) shall be submitted to the finance office with proper attachments stapled to the back for reimbursement of expenses and/or verification of any advance expenses. Reimbursement for travel will be made in a timely manner once both forms are received.

No employee advance travel is permitted unless it **exceeds \$50**. If requested, advances will be made one to seven days prior to the trip. However, advances for registration, airline or other applicable expenses may be made based on a prior date needed, if requested, and if documentation is attached indicating why it is necessary to be advanced before the normal one to seven days.

<u>Name and Complete Address of Employee</u>	<u>Date Needed</u>	<u>Amount</u>
_____	1 st _____	\$ _____
_____	If applicable 2 nd _____	\$ _____

1. Transportation

Air travel tickets shall be purchased at Super Saver Rates whenever possible. Staying over on a Saturday night is permissible if the cost is confirmed to be less.

2. Lodging

Itemized paid invoice is required. Documentation is required if a room rate is one price for one or more if an employee is accompanied by a family member who is not an employee of this district. No credit card slips are necessary. Any long distance telephone calls or other expenses charged to the room will automatically be deducted unless otherwise explained.

3. Registration

Itemized paid receipt is required - **no exceptions**. Membership dues will be reimbursed as part of the registration fee if so stated and approved by the principal/director/department supervisor and by the Superintendent or Superintendent's designee prior to the trip.

4. Other Expenses

Tips, laundry, dry cleaning, etc. shall be considered a personal expense and are not reimbursable. However, taxi fares (**with receipt-no exception**) are permissible and other miscellaneous expenses may be allowed if proper invoices/receipts are submitted following advance approval.

5. Meals

Meals are applicable only if overnight travel is involved. No employee shall be reimbursed more than the following amounts per meal except for travel to high cost cities designated in the Federal Register (each site will have a copy on file-updated every January and July-for reference). Please note that some cities in Mississippi are now designated as high cost cities. Examples of high cost cities include the following: Atlanta, Dallas, New Orleans, San Francisco and Washington, DC. If in doubt, contact your school secretary to see if your destination is located in a high cost area.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Daily Total</u>
In-State	\$6.00	\$10.00	\$25.00	\$41.00

6. Student Expenses

If an employee is submitting a request for travel and students are included, then all of the above-required reimbursements will be made and/or can be advanced if proper procedures are followed and all invoices/receipts are provided. However, the employee shall complete all areas except #6 for his/her expense and all student expenses shall be so stated on line #6.