

EXPENSE VOUCHER FOR AUTHORIZED TRAVEL

Kansas City, Kansas Public Schools
Unified School District #500

Purpose: _____

Name: _____ City: _____ Dates: _____

Please Print

Meals _____ days @\$39 \$ _____

Partial Day Meals (See Reverse Side) \$ _____

Hotel (*Room Only, Deduct Phone, etc*) \$ _____ *

Plane or Train (*If Paid Personally*) \$ _____ *

Registration (*If Paid Personally*) \$ _____ *

Personal Auto _____ miles @\$0.51 \$ _____

Limousine, Taxi, Bus \$ _____ *

Parking (Airport, etc.) \$ _____ *

Miscellaneous \$ _____

TOTAL \$ _____

****Receipts Must Be Attached***

I certify that the above expenses have been incurred and are due and payable at this time:

Employee's Signature: _____ Date: _____

Send Reimbursement Check to: _____

I have reviewed attached receipts for agreement with reimbursement claim and compliance with Board policy:

Date approved by Board (if applicable): _____

Budget Manager's Signature: _____

Budget Account to Be Charged: _____

NOTE: Completed Reimbursement Request Must Be Received in the Office of the Comptroller eight days prior to Board Meeting.
Revised 07/08

Guidelines Governing Travel and Expenses to Represent Board of Education Interests

Authorization to represent the district at a convention, meeting or conference requiring an overnight stay is granted by the Board on recommendation of the Superintendent. Authorization to represent the district on other occasions is granted by the Superintendent or designated representative.

Reimbursement will only be made for the time spent directly on approved meetings. If a person arrives in a city earlier or leaves later than is necessary for the assignment, it is assumed that the expenses incurred for the extra time are for personal reasons and are not reimbursable.

Reimbursement for expenditures incurred from the district funds shall be based on the following guidelines: (Payments not made in advance.)

Mode of Travel: Arrangements for travel involving duty time shall be by the most efficient and economical mode consistent with the available time, distances involved and the needs of the district.

Air: Authorized ticket purchases and direct Board Payment may be made only through the following Kansas City, Kansas agencies: Burke Travel; American Travel, Nelson Travel Division, Passport Travel; International Tours (Kansas City, Kansas)

Automobile: Travel may be by personal auto for distances not exceeding 250 miles one way. Reimbursement for use of personal auto for distances exceeding 250 miles one way must be approved in advance by the Superintendent and shall be reimbursed at the lesser of mileage rate or coach fare.

Auto Rental: Must be approved in advance by the Superintendent or his designated representative.

Approved Time: Time approved for attendance at a meeting or convention shall be based on arriving and leaving as near as possible to beginning and ending of a session.

Hotel: Actual room charges only, as indicated by attached receipt. Personal phone calls, meals charged to room, etc., shall be deducted.

Meals: Meal per diem is \$39 per day. Meal per diem for partial day travel is \$8 for breakfast, \$12 for lunch and \$19 for dinner based on actual meals required based on the meeting schedule. Per IRS guidelines, meals are not paid for travel not requiring an overnight stay. No receipts need to be attached. Payment for meals for guests required as part of official school business shall be based on itemized listing and receipts, together with name, purpose and other pertinent information. When meals are provided by the meeting/convention/conference, no per diem may be claimed. A copy of the meeting/convention/conference schedule must be attached to show that no meals were served.

Registration: Charges for registration, fees, etc., shall be included in the initial request for approval.

Miscellaneous Expense: Limited to \$5 per trip, plus normal tips if not included in other expense. Meal tips are included in the meal per diem. Receipts must be attached for all other incidentals.