

Travel & Mileage Reimbursement Form

Purpose: To be reimbursed for mileage and associated expenditures while traveling on school related business. DO NOT USE FOR PURCHASE REIMBURSEMENTS.

Complete the Mileage reimbursement form as follows:

Date – Enter the date travel took place.

Reason/Purpose & Other Participants (if any) – Enter from and to destination and anyone traveling with you. EX: *Hyde Park to Montpelier*

Budget Code – Enter the 21 digit budget code – if you are not sure of the code please ask your building Administrator/Principal or Admin. Assistant.

Mileage – Enter total miles for the trip listed.

Amount – Enter calculated amount of current mileage rate X number of miles traveled. See top right corner of form for the current mileage rate (rate can sometimes change before this form is updated. Rate used will always be the current rate per IRS guidelines.)

Strategy # - If travel is being coded to a grant, a strategy number may be required. Please ask your building administrator if your travel requires a strategy number.

P.O. # - If you have a purchase order on the system for this expense please reference the purchase order number in this field.

Travel Related Expenditures:

Under "Other Expenses" – list any purchases made while traveling, i.e. food, conference materials, etc. Receipts must be attached for any purchases listed in this section.

Date – Enter date listed on your receipt.

Explanation – Enter description of item purchased.

Budget Code - Enter the 21 digit budget code – if you are not sure of the code please ask your building Administrator/Principal or Admin. Assistant.

Amount – Enter amount from your receipt. Please remember that schools are exempt from State sales tax therefore we will not reimburse you for any sales tax paid. However, Rooms & Meals tax is not exempt and that will be reimbursed. Please see your school administrator for the school's tax exempt number before making purchases.

Strategy # - If travel is being coded to a grant, a strategy number may be required. Please ask your building administrator if your travel requires a strategy number.

P.O. # - If you have a purchase order on the system for this expense please reference the purchase order number in this field.

Please Note: All receipts must be originals, itemized, readable, dated, and include how item was paid for, i.e. cash, credit card, debit card, check.

If the form is not complete it will delay your reimbursement check.