

# NKSD TRAVEL REIMBURSEMENT

Employee Name: \_\_\_\_\_ School/Dept. \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location: (City/State) \_\_\_\_\_

Date & Time Event Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Date & Time Departed District: \_\_\_\_\_ Returned to District: \_\_\_\_\_

	Budget Codes	District Purchasing Card Used?	Out of Pocket Expenses
<b>Registration</b> <small>*Attach registration &amp; Agenda</small>			
<b>Airfare</b> <small>Purchasing Card OK</small>			
<b>Lodging</b> <small>*Attach Itemized Hotel Receipt</small>			
<b>Other</b> <small>Parking, Ferry, Taxi, etc Receipts preferred</small>			
<b>Meals</b> <small>Paid at Per Diem Rate</small>			<b>Do Not use Purchasing Card</b> No Receipts required for meals
<b>Mileage</b> <small>Miles X .??? _ See rate</small>			

**\*REQUIRED**

I hereby certify under penalty of perjury that this is a true and correct claim for necessary and allowed expenses incurred by me, and that no payment has been received by me on account thereof.

<b>TOTAL</b> Out of Pocket Expenses Only	
---	--

*This section to be filled out by Accounts Payable:*

<b>Meal Allowance</b>	
Total Per Diem	
Less Adjustments	(                    )
<b>TOTAL</b> to be Reimbursed	

Employee Signature for reimbursement \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Per Diem Worksheet**

- **DO NOT** use your purchasing card for meals.
- If you charge meals to your hotel room, you **MUST** pay for them upon checkout.
- You **ARE** required to turn in receipts for meals during day travel.
- You are **NOT** required to turn in meal receipts for overnight travel.
- You are eligible for Per Diem when you perform official travel away from the district overnight.

*Per Diem amount will be adjusted based on date and time of travel, and for meals included or added to conference or training.*

To be completed by employee **Copy of registration and agenda must be attached to receive Per Diem.**

Date(s):			
Breakfast			
Lunch			
Dinner			
Daily Total			

TOTAL ESTIMATED PER DIEM: \_\_\_\_\_

To find the Per Diem Rates for the city you will be traveling, here is the link to the GSA Domestic Rate Tables:

[www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)