

MOREHOUSE PARISH SCHOOL BOARD

OUT OF PARISH TRAVEL REQUEST/REIMBURSEMENT FORM:

Receipts for lodging, parking, registration, luggage charge, and taxi must be attached to this form when submitting for reimbursement.
Documentation such as agenda, certificate of attendance, and name tag must be attached to verify attendance & meals.

Name: _____

Mailing Address (Home): _____

Trip to: _____

Purpose: _____

Date/Time of Departure: _____

Date/Time of Return: _____

Justification: _____

Date: _____

Principal's Approval to Attend, if applicable: Is a substitute teacher? Yes or No _____

Employee Contact Phone#: _____

Check one:

Registration Fees

_____ School Board credit card
_____ PO or check
_____ Paid by employee

Registration Amount:

Number of Nights @ \$ _____ = _____

Hotel/Lodging:

_____ School Board credit card
_____ PO or check
_____ Paid by employee
_____ School Board credit card
_____ PO or check
_____ Paid by employee

Mileage: X

Miles _____

Airfare

_____ PO or check
_____ Paid by employee

Meals:

(Per Diem-no receipts needed)

Breakfast: _____

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Lunch:	_____	_____	_____	_____	_____	_____	_____
Dinner:	_____	_____	_____	_____	_____	_____	_____
Meal Total	_____	_____	_____	_____	_____	_____	_____

Other Expenses:

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Mileage

Subtotal of Estimated Expenses:

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

(To be completed by the Business Office)

Reimbursement Amount: _____

Total Reimbursement

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Signature: _____

Supervisor Prior Approval to Attend: _____ Date: _____

Charge to Fund/Account Number: _____

Superintendent Prior Approval: _____

Supervisor or Superintendent Approval to Reimburse: _____

(NOTE: All receipts & documentation stated above MUST be attached for reimbursement to be approved)