

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 _____ Registration Amount: _____
_____ PO or check _____
_____ Paid by employee _____
Hotel/Lodging: _____ School Board credit card _____ Number of Nights @ \$ _____ = _____
_____ PO or check _____
_____ Paid by employee _____
Prepaid-By purchase order or check prior to registration deadline. _____ School Board credit card _____
Not prepaid -By employee, attach receipt for reimbursement. _____ PO or check _____
No late fees will be paid by school board or reimbursed. _____ Paid by employee _____
Airfare _____ School Board credit card _____
_____ PO or check _____
_____ Paid by employee _____

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

Other Expenses:							

Subtotal of Estimated Expenses: _____ Mileage _____
(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: _____