

Travel Request For Reimbursement Guide

Complete Top Section:	Complete Request For Reimbursement Section:
<ul style="list-style-type: none"> ● Claimants Name, Date & Mailing Address ● Purpose (Initiative/Workgroup) & Location ● Departure/Return Dates: 	<ul style="list-style-type: none"> ● Any itemized Claims ● Signature and Date

Airfare & Mileage:	Clarification:
<p>Airfare Documentation must include:</p> <ul style="list-style-type: none"> ● Claimants Name ● Full Flight Itinerary with Dates, Times and Departure/Return Airports ● Itemized receipt showing final payment ● Method of Payment <p>Mileage Documentation:</p> <ul style="list-style-type: none"> ● Provide MapQuest/Google Map showing total mileage Requested ● District Reimbursement Rate @ \$0.535/Mile ● If complex method of transportation, please provide breakdown and notes to ensure prompt and accurate processing 	<p>Must have prior approval from Initiative Project Director to be Reimbursed for:</p> <ul style="list-style-type: none"> ● Car Rental, Early Bird Fee, Change Fee, Non-Standard or Additional Cost for Luggage, and Cancellation Fees <p>Driving vs. Flying:</p> <ul style="list-style-type: none"> ● Mileage reimbursement may not exceed round trip coach airfare, which must be documented with screen shot of flight cost <p>Long Distance Traveling:</p> <ul style="list-style-type: none"> ● Reimbursement for mileage will be made for the lesser of actual miles or mileage from the campus work site or home to/from your destination. <p>Car Rental:</p> <ul style="list-style-type: none"> ● Mileage cannot be reimbursed when using District paid Rental Cars ● Gas cost can be reimbursed, receipt needed

Lodging:	Clarification:
<p>Hotel Folio/Receipts Must Include:</p> <ul style="list-style-type: none"> ● Claimants Name ● Date, Time and Place of Service ● Itemized receipt showing final payment ● Method of Payment 	<p>Non-reimbursable expenses:</p> <ul style="list-style-type: none"> ● Hotel phone calls, Internet, Resort Fees, Tips, or Room Service <p><u>Note:</u> Meals must be claimed @Per Diem Rates (See Below)</p>

Parking, Taxi & Toll Receipts:	Clarification:
<ul style="list-style-type: none"> ● Reimbursement upon submitting proper itemized receipts or FastTrak usage report 	<ul style="list-style-type: none"> ● For FastTrak website fee breakdown can serve as a receipt

Meals:	Clarification:
<p>District Per Diem Rates:</p> <ul style="list-style-type: none"> ● Breakfast: \$11, Departure before 7:00 am ● Lunch: \$12, Departure before 12 noon or return after 1:00pm ● Dinner: \$23, Return after 7:00pm 	<ul style="list-style-type: none"> ● No meal receipts required ● Departure and Return times must be stated on claim form to receive reimbursement. ● No meals reimbursed for one-day trip ● No Alcoholic Beverages

*** Processed Within 30 Days**

Revised January 30, 2017