

# TRAVEL EXPENSE REIMBURSEMENT FORM

Employee Name \_\_\_\_\_ Current Date: \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Destination \_\_\_\_\_ Leaving \_\_\_\_\_ Returning \_\_\_\_\_  
(Date) (Date)

Meal Allowances: \$7/Breakfast \$10/Lunch \$18/Dinner = \$35

**City of Chicago**  
**Meal Allowances: \$9/Breakfast \$13/Lunch \$30/Dinner = \$52**

# of Breakfasts \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
# of Lunches \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
# of Dinners \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Meal Reimbursement\* \$ \_\_\_\_\_

The following reimbursement request may be made upon completion of travel:

Mileage: # miles \_\_\_\_\_ @ \$0.575 = \$ \_\_\_\_\_

Parking

Fees\* \$ \_\_\_\_\_ (Maximum \$20 per day)

Taxi\* \$ \_\_\_\_\_

Lodging\* \$ \_\_\_\_\_

Other\*:

\_\_\_\_\_ \$ \_\_\_\_\_ (receipt required)  
\_\_\_\_\_ \$ \_\_\_\_\_ (receipt required)  
\_\_\_\_\_ \$ \_\_\_\_\_ (receipt required)  
\_\_\_\_\_ \$ \_\_\_\_\_ (receipt required)

Total Reimbursement Request\* \$ \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
Principal/Director/CSBO

Budget Account Number: \_\_\_\_\_

CSBO APPROVAL: \_\_\_\_\_

Office Use Only: Accounts Payable

Date Entered:

# TRAVEL REIMBURSEMENT PROCEDURES

1. The Assistant Superintendent must approve all travel and associated costs.
2. Receipts:  
Itemized receipts are required for all reimbursements except for mileage. **If proper receipts are not provided, reimbursement will not be made.**
3. Mileage Reimbursement:  
The District Office at the approved rate will reimburse mileage after the trip has been completed. This form must be completed, signed by the building Principal/Director/CSBO, and forwarded to the District Office.
4. Parking Reimbursement:  
Parking receipts are required and will be reimbursed according to board policy 5:60 and 5:60AP1
4. Food/Tips Reimbursement:
  - A. Conference meals included in the registration fee will be subtracted from the daily per diem. For example, if lunch is included in the registration fee then the amount for lunch is subtracted from the daily meals (If lunch is provided in the registration, then \$10 for lunch is subtracted from the daily fee for a maximum total of \$25).
  - B. Meals and mileage are reimbursed after conference attendees submit the appropriate paperwork to the district office. **Meal allowances will not be given in advance.**
  - C. All receipts shall provide detail of transaction. List the name of all employees on each food receipt.
5. Lodging Costs:  
Reservations and costs for lodging should be covered by the use of a district credit card. Individuals should acquire a district card before leaving to be used at time of checkout. At time of checkout, be sure to acquire a detailed charge summary itemizing all charges being made against the card you are carrying and return this charge summary with the card.
6. Other Costs Reimbursement:  
Reimbursement for other costs will occur through the District Office in accordance with board policy 5:60 and 5:60AP1 and substantiated by receipts. Receipts should be attached to this form and itemized under "other costs".