



# WASHOE COUNTY SCHOOL DISTRICT

## Travel / Expense Claim Form

PD \_\_\_\_\_

Travel / Expense Claim Form must be submitted within 30 days of completion of travel.  
A separate Travel / Expense form is required for each trip.

Claimant Name \_\_\_\_\_ Employee ID # E000 \_\_\_\_\_ or  
Vendor # \_\_\_\_\_

Mailing Address (Checks will not be mailed to a School District address; address must match payroll records):  
\_\_\_\_\_

Destination and Purpose of Trip: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_ Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Method of Travel: (Check One) Air \_\_\_\_\_ District Vehicle \_\_\_\_\_ Personal Vehicle \_\_\_\_\_

Dates								Type (Row) Totals
Breakfast								
Lunch								
Dinner								
Hotel								
Parking								
Taxi / Shuttle								
Registration Fees								
Miscellaneous Expense (Attach Explanation)								
Daily (Column) Totals								
Total Expenses								

Claimant Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Department /  
Principal Approval: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Program  
Approval (If Required): \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Account to Charge: 

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Reimbursement Amount: \_\_\_\_\_

Budget Account to Charge: 

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Reimbursement Amount: \_\_\_\_\_

(For split funding reimbursement)

## INSTRUCTIONS FOR FORM USE

1. Reimbursement for travel expenses is allowable as set forth in Nevada Revised Statute 281.160, the Nevada State Administrative Manual (SAM) Section 0200 (Travel), Washoe County School District Administrative Regulation 4133, and ISO procedure A/P P013 Travel / Expense Claim Procedure.
2. A copy of the approved Request for Leave form and the itemized conference agenda / schedule must be attached to the reimbursement request.
3. Meal allowances are listed below and include taxes and gratuity. Claims for meals provided as part of the conference (including continental breakfast) are NOT allowed. In order to claim a full day of meal allowance reimbursement the individual must leave home prior to 6:30 AM and return home after 6:30 PM.

### Per Diem / Subsistence Allowances:

Breakfast	\$ 5.50
Lunch	\$ 6.50
Dinner	\$15.00

4. The district purchasing card should be used for all air travel and is the preferred method of payment for hotel or conference fees.
  - a. An employee who is unable to pay the final hotel bill using a district purchasing card and pays his / her own hotel fees should submit the receipt for reimbursement on the Travel / Expense Claim Form.
  - b. If a vendor does not accept credit card payment for conference registration fees an employee should submit a completed Check Request Form (A/P F001) prior to the conference or request reimbursement on the Travel Expense Claim Form.
5. Lodging costs - An individual must be outside the District overnight in order to claim reimbursement for lodging costs. The reimbursement rate will be comparable to the rate established by the US General Services Administration for the primary destination. Rates may be found at [www.gsa.gov](http://www.gsa.gov). Exceptions to the published rate may be authorized by the funding department only if:
  - a. lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
  - b. costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to / from the nearby location exceed the cost savings from occupying less expensive lodging.Contact the funding department if you have questions regarding the authorized rate.
6. Employees will be reimbursed for actual expenses incurred for parking or vehicle storage fees and commercial transportation costs (i.e. taxi, railroad tickets, etc.). Receipts must accompany the reimbursement request.
7. Miscellaneous expenses incurred not covered above must be accompanied by an explanation of the expense and a receipt to be considered for reimbursement. Unrelated travel expenses are not subject to reimbursement.
8. An employee using his / her personal vehicle for the district's convenience should request reimbursement on form A/P F003 Mileage Reimbursement Form. Established mileage reimbursement rates will apply.