

# HANCOCK COUNTY SCHOOLS OUT OF COUNTY TRAVEL EXPENSE ACCOUNT

Name \_\_\_\_\_ Date \_\_\_\_\_  
 School/Dept. \_\_\_\_\_ Home Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_

State Purpose of Trip \_\_\_\_\_

| Date | From         | To | Mileage | Mileage Amount | Hotel | Meals | Other Expense | Total |
|------|--------------|----|---------|----------------|-------|-------|---------------|-------|
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      |              |    |         |                |       |       |               |       |
|      | <b>TOTAL</b> |    |         |                |       |       |               |       |

\_\_\_\_\_  
(Approved)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Fund to take expenses from)

Travel expenses are for one person only. Receipts are to be for one person only.

**Instructions:**

All expenses must be itemized and verified on a daily basis.

Receipts are required for meals. There is a limitation of \$50.00 per day while on out-of-state trips and \$40.00 per day while on in-state trips. Tips are not reimbursed.

Receipts for all expenditures are required, except for use of a private automobile which is reimbursed at the rate of .555 cents per mile. If county vehicles are made available, individual mileage may not be charged.

All accounts must be completed and filed with the Treasurer within five (5) days following return from the trip.