Revised: January, 2022

Homewood City Schools EMPLOYEE TRAVEL REIMBURSEMENT FORM

Name:				
Position: Purpose of Trip: Date & Time of Departure:			Destination:	
Travel Ex	xpenses: All Purchase orders	s should be opened whe	en the Conference & Travel Appro	val Form is submitted
Hotel:	Number of Nights	Attach bills to ve	erify claim.	\$
Airfare:		Attach receip	ts.	\$
Auto:	Total Miles Roundtrip:_ Attach MapQuest or simil		_@ \$.585 per mile distance of home/work to locate	\$ ion
Meals		Reimbursed @ Per Diem of \$40 per day for OVERNIGHT stay Reimbursed @ Per Diem of \$30 per day MAXIMUM (w/o overnight stay)		
	x \$7 = \$ (Breakfast);	x \$10 = \$ (Lunch)	;x \$23 = \$ (Dinner) Sub-Total, Travel Expens	
			;x \$23 = \$ (Dinner) Sub-Total, Travel Expension to/from airport; Hotel Wi-Fi, e	ses \$
temize & At	penses : (Parking, Baggage	Fees, Shuttle or taxi	Sub-Total, Travel Expens	ses \$
temize & At	penses: (Parking, Baggage tach Receipts.	Fees, Shuttle or taxi	Sub-Total, Travel Expens to/from airport; Hotel Wi-Fi, e	ses \$
temize & At	penses: (Parking, Baggage tach Receipts.	Fees, Shuttle or taxi \$ \$	Sub-Total, Travel Expense to/from airport; Hotel Wi-Fi, e	ses \$
!temize & At 	penses : (Parking, Baggage tach Receipts.	Fees, Shuttle or taxi \$ \$	Sub-Total, Travel Expense to/from airport; Hotel Wi-Fi, e	ses \$etc.):
Itemize & At 1 2 3	penses: (Parking, Baggage tach Receipts.	Fees, Shuttle or taxi	Sub-Total, Travel Expense to/from airport; Hotel Wi-Fi, e	es \$es \$
!temize & At 	penses: (Parking, Baggage tach Receipts.	Fees, Shuttle or taxi	Sub-Total, Travel Expense to/from airport; Hotel Wi-Fi, e	es \$es \$e
Itemize & At 1 2 3 List names o	penses: (Parking, Baggage tach Receipts.	Fees, Shuttle or taxi S S S om you paid expense	Sub-Total, Travel Expense to/from airport; Hotel Wi-Fi, e	es \$ es \$ nbursement.
Itemize & At 1 2 3 List names of	penses: (Parking, Baggage tach Receipts.	SSSSSS	Sub-Total, Travel Expense to/from airport; Hotel Wi-Fi, e Sub-Total, Other Expense and are claiming travel rein Total Reimbursement g dates) should be included.	es \$ es \$ nbursement.