



Travel/Per Diem Expense Request Form

Please complete this form and have it signed by your building principal.

Name of employee: _____ Today's Date: _____

Dates of event: _____ Dates of travel: _____

Reason for travel: _____ Event Location: _____

Total number of school days that will be missed to attend: _____

Event Registration Needed Event Website: _____

Hotel Reservations Needed Flights Reservations Needed School Van Reservation Needed

Personal Vehicle (no reimbursement) Personal Vehicle (with reimbursement – no dist. van available)

Fill out this section ONLY if you are being reimbursed mileage:

Auto travel: _____ miles @ \$0.545 (must have prior approval)

**Personal vehicle use requires prior approval. Supervisor must sign noting that a district vehicle is not available.

Supervisor signature: _____ Total for Mileage \$ _____

Fill out meal per diem. Do NOT include meals if they are provided at the conference, event, or hotel. Meals are not reimbursable for events in Belgrade or Bozeman.

Breakfast: QTY _____ (In-state=\$5, Out of state=\$13) \$ _____

Lunch: QTY _____ (In-state=\$6, Out of state=\$14) \$ _____

Dinner: QTY _____ (In-state=\$12, Out of state=\$23) \$ _____

Total for Meals: \$ _____

Other expenses: such as Uber, _____ \$ _____

baggage fees, etc. (receipts required) _____ \$ _____

Employee's Signature: _____ Reimbursement Total: \$ _____

Request: Approved Denied Reason Denied: _____

Administrator's Signature: _____ Date: _____

District Office Approval Signature: _____ Date: _____

District Code Used: _____

PO # used for registration _____

PO # used for travel/airfare _____

PO # used for lodging _____

District Codes and PO #'s will be filled in by the curriculum secretary when reservations are made.