



2019/2020 Belgrade Public Schools
Travel/Per Diem Expense Request Form

Name of Employee: _____ Today's Date: _____

Dates of Event: _____ Dates of Travel: _____

Reason for Travel: _____ Event Location: _____

Total # of Days Missed to Attend: _____ Event Website: _____

- Conference Registration Needed Hotel Reservations Needed Flights Reservations Needed
- School Van Reservation Needed Personal Vehicle (no reimbursement) Other
- Personal Vehicle (with reimbursement – no dist. van available) – Fill out box below

Fill out this section ONLY if you are requesting mileage reimbursement.
 Auto travel: _____ miles @ \$0.58 (must have prior approval)
 **Personal vehicle use requires prior approval. Supervisor must sign noting that a district vehicle is not available.
 Supervisor Initial for Mileage Reimbursement Approval: _____ 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. Per diem amounts are set by the state of Montana as listed below.

Breakfast: QTY _____ (In-state=\$7.50, Out of state=\$13) \$ _____

Lunch: QTY _____ (In-state=\$8.50, Out of state=\$14) \$ _____

Dinner: QTY _____ (In-state=\$14.50, Out of state=\$23) \$ _____

Total for Meals: \$ _____

I anticipate other expenses such as baggage fees, Uber, taxi, etc. to add upon my return. Y N

Receipts Required Upon Return Receipt(s) Total for Other Expenses: \$ _____

****Both sides of this form must be printed & all signature lines must be signed before this form will be accepted.****

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

Request: Approved Denied Reason Denied: _____

Administrator's Signature: _____ Date: _____

District Office Approval Signature: _____ Date: _____

PO # used for registration _____ Codes used for registration _____

PO # used for travel/airfare _____ Codes used for travel _____

PO # used for lodging _____ Codes used for lodging _____



2019/2020 Belgrade Schools Leave / PD Procedure

Professional Leave may be granted by the district for training that supports the district's professional development or strategic plan goals.

Checklist for requesting travel leave:

_____ Fill out Professional Development Travel/Leave Request Form completely

Reimbursement Amounts as of 07/01/2019

Mileage: \$0.58 per mile (mileage will only be reimbursed if a district vehicle is not available and you have requested to use your personal vehicle. Prior approval is required.)

Per Diem amounts In-state Travel: Breakfast \$7.50, Lunch \$8.50, Dinner \$14.50

Per Diem amounts Out of State Travel: Breakfast \$13.00, Lunch \$14.00, Dinner \$23.00

Note: If a meal is provided (at hotel or conference) you will not be paid Per Diem for that meal. Also, there are no meal reimbursements for events in Belgrade or Bozeman.

_____ Far in advance, receive permission from your administrator to attend training. **Administrator must sign the completed Travel/Leave Form before any arrangements will be made.**

_____ Turn in Travel/Leave Form to the Curriculum Secretary, Rachel Andrews, in the Administration Office. Please do not make ANY arrangements without talking to her first. **Please note:** payments made from personal accounts **will not** be reimbursed without prior approval from your supervisor.

_____ Include the following documents with the Travel Form:

- a. Name exactly as it appears on drivers' license & DOB if flights are needed.
- b. Lodging information (if applicable)
- c. An agenda or conference flyer that includes meal information.

_____ Enter absence: Please enter leave in TCP to arrange a substitute. Also, make sure to contact your building secretary to make them aware of the absence.

_____ If attending as a group, staff **must carpool and may be required to share rooms.**

_____ Following the training, send verification of attendance to the Curriculum Secretary, Rachel Andrews. Per Diem and mileage **will not** be reimbursed without proof of attendance at the conference. To prove attendance at the conference, turn in CEU's, certificate of completion, copy of badge and agenda, or other official document. Please note that flight boarding passes are not considered as proof of attendance. Please turn in all documentation to Rachel Andrews in the Administration Office. CEU's earned during Professional Leave may not be used for pay advancement, but may be used for recertification purposes.

If you have any questions regarding travel, please contact Rachel Andrews at 924-2011 or randrews@bsd44.org.