

INSTRUCTIONS FOR COMPLETING TRAVEL EXPENSE VOUCHER:

1. **Purpose of Travel**.....Indicate type of meeting attended (convention, workshop, etc.) and sponsoring organization.
2. **Travel Expense**.....See **Reimbursement Guidelines** and **Allowable Charges for Reimbursement** below.
3. **Other Expenses**.....Must be itemized; attach separate sheet if necessary.
4. **Receipts**.....Must be attached. Receipts must be **originals** (reimbursement cannot be made from copies), and document the purchase, the amount, what was purchased (itemized), date of purchase, and that payment has been made.
5. **Totals**.....Show totals for the amount paid by employee. Deduct any travel advance received from amount paid by employee. If after subtracting travel advance received from amount paid by employee, the result is:

Positive – Circle **Due: Employee** and enter amount.
Negative – Circle **Due: District**, enter amount, and attach remaining advance \$ or check (**must be submitted within 10 days of return from travel**).
6. **Account Code**.....Information instructing the Business Office of the appropriate budget to be charged **must** be submitted.

APPLICATION AND REIMBURSEMENT GUIDELINES:

1. All travel must be approved by the immediate supervisor of the employee and by the Superintendent/Assistant Superintendent of Curriculum and Instruction (if PDC). The following travel requires approval of a **Professional Leave Application Form** by the immediate supervisor:
 - a. Travel done at the request of the staff member.
 - b. Travel which includes a request for advance funding.
2. All requests for payment of travel expenditures must be submitted using the approved Travel Expense Voucher form. Payment will require approval by the Director of Business Services and the Superintendent.
3. The School District shall incur no additional expense as a result of travel by a spouse with an employee. (Reimbursement shall be made only for expenses incurred by representatives of the Hillsboro R-3 School District).
4. Receipts will be required for lodging expenses, registration fees, and major transportation expenses. All other expenses must be itemized, and receipts are required.

ALLOWABLE CHARGES FOR REIMBURSEMENT (Subject to any maximum amount approved by the supervisor or Superintendent):

1. **Registration fees**.....The full amount of registration fees will be paid.
2. **Food**.....Actual expenditures will be paid, not to exceed \$35 per day, breakdown as follows: \$10 for breakfast, \$10 for lunch, \$15 for dinner. For a one day conference, no meals will be reimbursed. If meals are provided at a conference, no compensation will be given if you choose to eat elsewhere. Reimbursable amount of \$35 per day is inclusive of meals only, snacks will not be reimbursed. Expenses must be reported by meal. No payment will be made for the cost of alcoholic beverages.
3. **Lodging**.....Actual expenditures will be paid, not to exceed the cost of a single room. (Approved facilities are those where the meeting is being held or accommodations in the area which would reasonably be used by those engaging in such travel).
4. **Transportation**.....Actual costs will be paid for the most reasonable means of transportation. If a personal vehicle is used, the approved mileage rate will be paid for round-trip mileage. Expenses for rental vehicles will not be reimbursed without prior approval of the Superintendent.
5. **Parking**.....Actual parking expenses will be paid. Original receipts are required.
6. **Incidentals**..... Actual cost of reasonable incidental expenditures will be paid. Such expenditures must be listed on the **Travel Expense Voucher**. (Incidentals include items such as bus, taxi or other unforeseen costs.)