

Name \_\_\_\_\_

Date \_\_\_\_\_

Mineral Point Unified School District

REVISED

Travel Expense Claim Form

1/1/18

This form is to be used by all staff to claim expenses incurred for privately owned auto travel, meal expenses, fees, lodging, etc. All travel, convention attendance, etc. expenses that are to be claimed by a staff member must receive prior approval from the building principal. Upon return, the staff member will submit the approval claim form to the building principal for final approval and payment. All paid receipts forms **must** be attached for claims made (except travel). Only mileage cost and destinations will be required for travel reimbursement. All receipts will be attached or the claim will not be allowed.

**Proposed for Pre-Approval**

Date	Destination	Purpose	Mileage X .545	=Mileage Cost	Meals	Lodging	Misc.	Total Cost

Pre-Approved \_\_\_\_\_ (Building Principal)

**Actual for Payment**

Date	Destination	Purpose	Mileage X .545	=Mileage Cost	Meals	Lodging	Misc.	Total Cost

Total Cost: \_\_\_\_\_

**COMMON ROUND TRIP MILEAGE DISTANCE**

Belmont	26	Madison	110	Note:	
Blackhawk	68	Milwaukee	260	1) Round trip mileage paid \$.545/mile for pre-approved school trips.	
Bloomington	110	Mount Horeb	65	2) All meals and lodging expenses must be pre-approved and conform	
Boscobel	90	Pecatonica	40	to Board Policy 671.2	
Cuba City	54	Platteville	40	3) Expense accounts should be claimed after return and submitted	
Darlington	26	Rich.Center	90	immediately to the principal's office.	
Dodgeville	16	River Valley	60	4) Meals cost limited to: Breakfast-\$7.00, Lunch-\$11.00, Dinner-\$23.00	
Fennimore	62	Riverdale	75	5) All receipts must show company name-(no generic receipts accepted)	
Iowa Grant	30	Shullsburg	50	6) No prepayment of expenses will be allowed (exceptions-Registration	
Lancaster	75	Southwestern	72	Fees Prepaid and Hotel/Motel Reservations-Prepaid).	

**Approved For Payment:** \_\_\_\_\_ **Building Principal** \_\_\_\_\_ **Business Office**