

Name _____

Date _____

Mineral Point Unified School District

REVISED

Travel Expense Claim Form

1/1/16

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 .54 | =Mileage Cost | Meals | Lodging | Misc. | Total Cost |
|------|-------------|---------|---------------|---------------|-------|---------|-------|------------|
| | | | | | | | | |
| | | | | | | | | |

Pre-Approved _____ (Building Principal)

Actual for Payment

| Date | Destination | Purpose | Mileage X .54 | =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 \$.54/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 principals 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**