

Churchill County School District SAME DAY TRAVEL REIMBURSEMENT CLAIM

TRAVEL APPROVAL	
Traveler _____	Title _____
Address _____	Site _____
	Traveled To _____
Trip Purpose _____	
Budget # _____ - _____ - 0000 - _____ - _____ - 58 _____ - _____ - _____ - 0000 - _____	
Depart: Date _____ Time _____	From <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other: _____
Return: Date _____ Time _____	To <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other: _____
Estimated Cost \$ _____	Is a business leave form required for this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach copy)
Approval: Date _____	Name _____ Signature _____

TRAVEL REIMBURSEMENT							
Meals will only be reimbursed if same day travel is outside of the District. For mileage only reimbursements, use the Mileage Reimbursement Form.							
Meals	<u>GSA Rate</u> <u>Amount</u>						
Breakfast (Leave before 7:00 AM on first travel day)	_____						
Lunch (Leave before 11:00 AM or return after 1:00 PM)	_____						
Dinner (Leave before 5:00 PM or return after 6:00 PM)	_____						
Note Any meal paid for by CCSD that was included in conference registration or air fare cannot be claimed for reimbursement. Registration is paid by purchase order to vendor.							
Transportation - Air, Train, Car Rental (Receipt Required)							
Parking (Receipt Required)							
Other _____ (Receipt Required)							
Mileage							
District vehicle is unavailable rate: \$0.5750 per mile	Total Miles Driven _____						
Traveler's convenience rate: \$0.2875 per mile	Times Rate _____ = _____						
Note: Whenever possible, a CCSD vehicle should be used and arrangements for ride-sharing should be made. Attach documentation to justify mileage (i.e. Mapquest.com) if not using mileage chart. Rates effective on or after 01/01/2020.							
Total Travel Claim Reimbursement _____							
I certify that the above is a true statement of the travel expenses incurred in accordance with CCSD policies.							
<u>Signature</u>	<u>Date</u>						
Traveler _____	_____						
Site Administrator _____	_____						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Business Office</th> </tr> <tr> <td style="width: 50%; text-align: center;">Approval</td> <td style="width: 50%; text-align: center;">Date</td> </tr> <tr> <td style="height: 20px;"> </td> <td style="height: 20px;"> </td> </tr> </table>		Business Office		Approval	Date		
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Approval	Date						

All travel will be pre-approved by the **Principal, Site Administrator or Superintendent**. Per diem allowance for employees required to travel **outside** the district shall be at the current daily rate specified by the United States General Services Administration (GSA) for the location of the travel. Travel will be in school-owned vehicles when possible. Mileage for privately owned vehicles will be paid at the standard mileage rate set by the United States Internal Revenue Service (IRS). Travel by public carrier will be reimbursed on the basis of ticket cost.

All Travel

Payment of per diem and travel expenses will be made for authorized travel only.

Travel expenses will be paid with an approved travel reimbursement claim form and conference registration fees will be paid with an approved purchase order.

Transportation must be by the most economical means, considering total cost, time spent in transit and the availability of district vehicles.

Receipts are required for registration fees, lodging, and all transportation expenses (including, commercial parking, air fare, taxis, car rental, etc). Personal telephone calls or other personal expenditures are not allowable.

All meals will be reimbursed at the standard GSA per diem rate for the location.

Breakfast claims are allowed if travel begins before 7:00 AM.

Lunch claims are allowed if travel begins before 11:00 AM or ends after 1:00 PM.

Dinner claims are allowed if travel begins before 5:00 PM or ends after 7:00 PM.

When employees receive meals in flight as part of the air fare or when provided by registration fees, no reimbursement is allowed.

An individual may elect to be reimbursed the full cost of the meals. If elected, receipts must be submitted for all meal reimbursements.

Overnight Travel

Persons on overnight travel status are allowed up to GSA standard lodging rates for the location unless otherwise approved by the **Principal, Site Administrator or Superintendent**.

Private Vehicles

Use of Private Vehicles for District Convenience:

The allowance for travel by private vehicle is at the current IRS rate per mile traveled in the transaction of district business when there are no district vehicles available and is approved in advance of the travel by the Director of Transportation.

Use of Private Vehicles for Employee's Convenience:

The allowance for travel is at one half the current IRS rate per mile traveled if a private conveyance is used for reason of personal convenience in the transaction of school district business.

Travel Policy 3630.0 and Travel Regulation 3630.0

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate The rest of Nevada	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25
Incline Village / Reno / Sparks	Washoe	\$66	\$16	\$17	\$28	\$5	\$49.50
Las Vegas	Clark	\$61	\$14	\$16	\$26	\$5	\$45.75

For all other states access the GSA website:

<https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>