



**CHURCHILL COUNTY SCHOOL DISTRICT
TRAVEL REIMBURSEMENT FORM FOR BUS DRIVERS**



Driver: _____

MUST BE COMPLETED IN INK

| Trip Date | School or Dept | Line: | Depart Time AM / PM | Return Time AM / PM | Breakfast | Lunch | Dinner | Lodging per Receipt | Total |
|-----------|----------------|------------------------------|------------------------|------------------------|-----------|-----------|-----------|---------------------|-------|
| | | 1 City & State | | | A \$13.00 | A \$14.00 | A \$23.00 | | |
| | | 2 Purpose or Reason for Trip | | | B \$16.00 | B \$17.00 | B \$28.00 | | |
| | | | | | C \$14.00 | C \$16.00 | C \$26.00 | | |
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Total Travel Reimbursement

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Purpose: Be specific. "Field trip" is too general; include trip details. Example: "5th & 6th grade picnic at park."

Meals: A - All of Nevada except B & C B - Reno, Sparks & Incline Village C - Las Vegas

I certify that the above is a true statement of the travel expenses incurred in accordance with CCSD policies.

Driver Signature _____
 Transportation Director Signature _____

Date _____
 Date _____

| Business Office | |
|-----------------|------|
| Approval | Date |
| | |

Bus Driver Travel Regulations

Per the Nevada Classified School Employees Association negotiated agreement article 25-9, "bus drivers who travel outside of Churchill County will be eligible for per diem for trips that are a minimum of five (5) hours, including the pre-trip check and post-trip cleaning. The per diem payments will be paid monthly on a form provided by the district."

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.

All Travel

Receipts are required for lodging and all transportation expenses (including fuel, parking, 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.

Overnight Travel

Persons on overnight travel status are allowed up to GSA standard lodging rates for the location. All hotel reimbursements require receipts. No reimbursement will be made without it.

THIS FORM WAS DESIGNED SPECIFICALLY FOR BUS DRIVERS ON FIELD TRIPS THAT REQUIRE REIMBURSEMENT FOR PER DIEM AND LODGING ONLY. IF OTHER EXPENSES ARE INCURRED, SUCH AS TRANSPORTATION, PARKING, ETC. RECEIPTS ARE REQUIRED AND THE DISTRICT TRAVEL REIMBURSEMENT CLAIM (DESIGNED FOR REIMBURSEMENT FOR ONE TRIP AT A TIME) SHOULD BE COMPLETED.

NOTE: Reimbursement applies only to trips taken out of town. Meals and/or lodging will not be reimbursed for local trips.