



**GULFPORT SCHOOL DISTRICT  
OUT OF DISTRICT  
TRAVEL EXPENSE VOUCHER**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
 DESTINATION \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_  
 PURPOSE OF TRIP \_\_\_\_\_  
 APPROVAL BY \_\_\_\_\_ EXPENDITURE CODE \_\_\_\_\_

REFER TO TRAVEL PROCEDURE ON BACK OF THIS PAGE

**ESTIMATED EXPENSES (FOR ADVANCE ONLY)**

	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
LODGING								
MEAL PER DIEM								
# OF MILES _____								
OTHER EXPENSES (ITEMIZE)	EXPENSE		AMOUNT		EXPENSE		AMOUNT	
RECEIPTS ARE REQUIRED FOR LODGING AND OTHER								
ESTIMATED GRAND TOTAL								

**ACTUAL EXPENSES (Submit to Accounts Payable *immediately* upon return.)**

	DATE	DATE	DATE	DATE	DATE	DATE	DATE	TOTAL
LODGING								
MEAL PER DIEM								
# OF MILES _____								
OTHER EXPENSES (ITEMIZE)	EXPENSE		AMOUNT		EXPENSE		AMOUNT	
RECEIPTS ARE REQUIRED FOR LODGING AND OTHER								
ESTIMATED GRAND TOTAL								

**RECONCILIATION (ADVANCE TO ACTUAL)**

Amount of Advance – Check # \_\_\_\_\_  
 Actual Expenses Grand Total \_\_\_\_\_  
 Amount Due Employee – Check # \_\_\_\_\_  
 Amount Returned – Receipt # \_\_\_\_\_

By my signature, I certify that all expenditures will be/were incurred as stated and will be/were incurred in the performance of school by business.

\_\_\_\_\_  
Signature

## TRAVEL PROCEDURE – OUT OF DISTRICT

The Board of Trustees shall reimburse employee expenses incurred in the performance of duties.

Legal Ref Mississippi Code, 25-3-41; School Policies DJD, GBRF, GCRE

The following regulations will determine in the individual’s reimbursement for travel **outside the school district.**

<u>ITEM 1:</u>	<u>MEALS:*</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Daily</u>
<u>Total</u>	(Meal Allowance includes sales tax)	\$7.00	\$8.00	\$16.00	\$31.00

ITEM 2: Tips up to 15% of the meal allowance will be permitted in excess of the meal per diem.

ITEM 3: Meal allowances shall begin with first regularly scheduled meal after departure and end with the last regularly scheduled meal before return.

ITEM 4: Receipts for the meal per diem are not required.

ITEM 5: With prior approval, the meal allowances may be exceeded for trips to high cost cities, as designated in <http://www.dfa.state.ms.us/Purchasing/Travel/convertedrates.pdf>. **The District will not reimburse employees for meal expenses when said expenses do not occur in conjunction with overnight travel expenses away from the District. (District Policy DJD)**

ITEM 6: **Transportation by a commercial carrier** (air, bus, taxi, etc.) will be paid by school district, and **receipts are required.** Air travel is limited to coach fare unless specifically authorized by the Superintendent or designee.

ITEM 7: When employee lodgings costs are required in the course of overnight travel, employees shall be reimbursed for actual expenses. **A hotel receipt, itemizing all costs, must be submitted.** Canceled checks are not considered a receipt.

ITEM 8: Registration fees for conferences/meetings shall be paid, provided receipts for the amounts Paid accompany the request for reimbursement. When approved by the supervisor, conference/educational material for District use may be reimbursed provided receipts for amount paid accompany request for reimbursement. Canceled checks are not considered a receipt.

ITEM 9: Reimbursement for travel by private vehicle will be at the rate of .555 cents per mile (approved by the Board of Trustees 05/7/2012 with a 10% allowance for local travel at destination. The Rand McNally Mileage Guide ([www.RandMcNally.com](http://www.RandMcNally.com)) will be used to determine mileage, and no receipts are required. The school system will not be responsible for accidents or liable for damages incurred while traveling by private vehicle. Receipts for parking fees and tolls may be submitted upon return for reimbursement.

ITEM 10: Requisitions for expense advances **must be received in the business office ten (10) working days prior to departure. Reconciliation must be completed within ten (10) days after completion of trip.**