



**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	EXPENSE		AMOUNT		EXPENSE		AMOUNT	
(ITEMIZE)								
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	EXPENSE		AMOUNT		EXPENSE		AMOUNT	
(ITEMIZE)								
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 .51 cents per mile (approved by the Board of Trustees 02/7/2011 with a 10% allowance for local travel at destination. The Rand McNally Mileage Guide (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.**