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| **Complete Top Section:**  | **Complete Request For Reimbursement Section:**  |
| * Claimants Name, Date & Mailing Address
* Purpose (Initiative/Workgroup) & Location
* Departure/Return Dates:
 | * Any itemized Claims
* Signature and Date
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| **Airfare & Mileage:** | **Clarification:** |
| **Airfare Documentation must include:*** Claimants Name
* Full Flight Itinerary with Dates, Times and Departure/Return Airports
* Itemized receipt showing final payment
* Method of Payment

**Mileage Documentation:*** Provide MapQuest/Google Map showing total mileage Requested
* District Reimbursement Rate @ $0.535/Mile
* If complex method of transportation, please provide breakdown and notes to ensure prompt and accurate processing
 | **Must have prior approval from Initiative Project Director to be Reimbursed for:*** Car Rental, Early Bird Fee, Change Fee, Non-Standard or Additional Cost for Luggage, and Cancellation Fees

**Driving Vs Flying:*** Mileage reimbursement may not exceed round trip coach airfare, which must be documented with screen shot of flight cost

**Long Distance Traveling:** * Reimbursement for mileage will be made for the **lesser** of actual miles or mileage from the campus work site or home to/from your destination.

**Car Rental:*** Mileage cannot be reimbursed when using District paid Rental Cars
* Gas cost can be reimbursed, receipt needed
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| **Lodging:** | **Clarification:** |
| **Hotel Folio/Receipts Must Include:*** Claimants Name
* Date, Time and Place of Service
* Itemized receipt showing final payment
* Method of Payment
 | **Non-reimbursable expenses:*** Hotel phone calls, Internet, Resort Fees, Tips, or Room Service

Note: Meals must be claimed @Per Diem Rates (See Below) |

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| **Parking, Taxi & Toll Receipts:** | **Clarification:** |
| * Reimbursement upon submitting proper itemized receipts or FastTrak usage report
 | * For FastTrak website fee breakdown can serve as a receipt
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| **Meals:**  | **Clarification:** |
| **District Per Diem Rates:** * Breakfast: $11, Departure before 7:00 am
* Lunch: $12, Departure before 12 noon or return after 1:00pm
* Dinner: $23, Return after 7:00pm
 | * No meal receipts required
* Departure and Return times must be stated on claim form to receive reimbursement.
* No meals reimbursed for one-day trip
* No Alcoholic Beverages
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**\* Processed Within 30 Days**