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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 |

**\* Processed Within 30 Days**