

REIMBURSEMENT OF TRAVEL EXPENSES

Big Horn County School District #1  
PO Box 688  
Cowley, WY 82420

NAME \_\_\_\_\_ TODAYS DATE \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_ PURCHASE ORDER #(s) \_\_\_\_\_

DATES OF TRIP \_\_\_\_\_

ESTIMATED TIME OF DEPARTURE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

ESTIMATED TIME OF RETURN \_\_\_\_\_

EXPENDITURE ACCOUNT

Purchase Category \_\_\_\_\_

Code No. \_\_\_\_\_

Reimbursement is paid on the following schedule:

Meals: \$46/day (Breakfast - \$8, Lunch - \$13, Dinner - \$25)- includes gratuity/incidentals

Lodging: up to \$80/night\*

Travel: Employees who choose to use their own vehicle when a district vehicle is available will be issued a gas card and will not receive mileage. If there is no district vehicle available, mileage will be paid at .51 per mile (round trip) No. of Miles \_\_\_\_\_ Gas card \_\_\_Yes \_\_\_No

\*Administrative approval required for all lodging in excess of \$80/night

REGISTRATION \$ \_\_\_\_\_ (PO #) \_\_\_\_\_

MEALS \$ \_\_\_\_\_  
(from total on right)

LODGING \$ \_\_\_\_\_ (PO #) \_\_\_\_\_

TRAVEL (air fair) \$ \_\_\_\_\_

(Mileage personal) \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_  
(Rental Car/Parking/Etc)

# of Breakfast meals \_\_\_\_\_ x \$8 = \$ \_\_\_\_\_

# of Lunch meals \_\_\_\_\_ x \$13 = \$ \_\_\_\_\_

# of Dinner meals \_\_\_\_\_ x \$25 = \$ \_\_\_\_\_

SUB TOTAL \_\_\_\_\_

Exclude any meals provided  
by attendance at conference

**TOTAL** \$ \_\_\_\_\_

**\*\*NOTE:** Please submit your per diem request 10 days in advance of your travel in order to receive your per diem prior to your departure.

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Authorized by: \_\_\_\_\_

Approved: \_\_\_\_\_

Principal or Director

Superintendent