

Mountain Home School District #193

Travel Authorization Form

Advance Registration - payee _____ Date needed _____ Amount \$ _____ 0

Address _____ State _____ Zip _____

ADVANCE and/or REIMBURSEMENT

I agree to abide by the travel policies of the district as outlined on the back of this form. By signing for this advance I authorize the Mountain Home School District to withhold the amount of the advance from my paycheck unless I make full reconciliation of the expenses from this trip, within 10 days of my return.

Payee _____ Date needed _____ Advance \$ _____ 0

Building _____

Workshop Name _____

Destination _____ Dates Fr _____ To _____

Traveler's Signature _____ Auth By: _____

	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total
# Miles								0
Miles @ \$0.37	-	-	-	-	-	-	-	-
Taxi / Bus								-
Plane								-
Breakfast								-
Lunch								-
Dinner								-
Room								-
Misc								-
Totals	-	-	-	-	-	-	-	-

Total Expenses \$ _____ -

How much did you receive as an advance for this travel request? \$ _____ -

Advance Exceeds Expense - Amount Due District \$ _____

Expense Exceeds Advance - Amount Due Employee \$ _____

Account Number _____ Amount \$ _____

Account Number _____ Amount \$ _____

Traveler's Signature _____ Date _____ Authorized Signer (principal or fund manager) _____ Date _____

I certify the above expenses were incurred solely for MHSD #193 business. All receipts and checks required are attached.

**MOUNTAIN HOME SCHOOL DISTRICT NO. 193
MOUNTAIN HOME, IDAHO**

PROCEDURES
Section 800.2, Pages 1-2

TRAVEL AND REIMBURSEMENT

While traveling for business purposes on behalf of the Mountain Home School District, safe but conservative choices in lodging, meals, and travel should be made as if incurring personal expense. Receipts for all reimbursable expenses **must** be attached to a Travel Authorization Form, which is found on the g-drive under Forms-DO, signed by you and your administrator before submitting the form to the District Office. Reimbursement **will not** be paid unless receipts are received to Account Payable. In approximately two (2) weeks, a reimbursement check will be sent to you at your work location.

1. **MEALS:** Receipts for each meal must be attached; the District does not pay a per diem.
 - There will be a maximum daily allotment for meals of fifty dollars (\$50.00) per day. This is based on an average meal allotment of ten dollars (\$10.00) for breakfast, fifteen dollars (\$15.00) for lunch, and twenty-five dollars (\$25.00) for dinner.
 - Meals incurred the day before, or the day after the meeting are reimbursable if necessary, due to the travel schedule.
 - Request for reimbursement for meals purchased for guests require full explanation on the Travel Authorization form.
 - Meals should not be extravagant, and any alcoholic beverage(s) will be a personal expense. Tipping for meals should not exceed fifteen (15%) percent.
2. **HOTEL:** Hotel rooms will be reimbursed at the single rate.
 - Any additional rates for spouses will be the responsibility of the employee.
 - Personal charges on the hotel bill, such as personal long distance calls, valet, bar charges, movies, laundry, and similar expenses are considered personal and are not reimbursable by the District.
 - Business long distance calls should have adequate documentation for reimbursement.
3. **GROUND TRANSPORTATION:** Each meeting will vary as to the type of ground transportation that is the most reasonable.
 - It is expected that the employee will research the most economical method of transportation for their particular situation. Most hotels provide free shuttle buses to and from airports. Taxies and rental car agencies will provide receipts; however, it may be difficult to obtain a written receipt for bus service.
 - Rental car insurance is provided through the District and should not be purchased.
 - Mileage for personal automobiles will be reimbursed at the current District per mile rate. Reimbursement for personal automobiles will not exceed available coach airfare should you choose to drive instead of fly.
4. **MISCELLANEOUS:** Explain completely, on the bottom front section of this form, any business expense that does not fall into one of the other categories.

The superintendent reserves the right to review and determine the appropriateness of expenses submitted for reimbursement. The superintendent can and will make exceptions to the above rules when such exceptions are in the best interest of the Mountain Home School District. Any questions of appropriateness should be addressed to the superintendent prior to the costs being incurred.

All supporting documents and signatures are required at the time the Travel Authorization form is submitted to the District Office. The lack of supporting documents or signatures may delay your reimbursement. Until any advance is accounted for through appropriate receipts, you are responsible and accountable for those funds. Indicate what account code the expenses for this trip should be charged against. Please total each day's expenses and each category's expenses prior to submitting the form to the District Office.

Legal Reference: Idaho Code 67-2008

August 31, 2004
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