CARMEL UNIFIED SCHOOLDISTRICT
TRAVEL REIMBURSEMENT CLAIM

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<tr>
<th>DATE</th>
<th>DESTINATION</th>
<th>PURPOSE</th>
<th>FARE/MILEAGE (.575¢ per mile)</th>
<th>REGISTRATION FEES</th>
<th>LODGING CHARGES</th>
<th>MEALS $ 65/day max</th>
<th>MISCELLANEOUS</th>
<th>DAILY TOTAL</th>
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GRAND TOTAL:

INSTRUCTIONS
In order to process your request, the following items **MUST** be submitted with your reimbursement:

1. Copy of conference flyer or registration form
2. Original **ITEMIZED** receipts taped in chronological order to 8.5” x 11” sized paper (for meals, lodging, transportation fare, registration fees, and parking) All items charged to personal Credit card must be accompanied by Credit card statement.
3. Evidence of mileage (i.e., Mapquest or Google Maps printout)

**ITEMIZED MEAL RECEIPTS ARE REQUIRED**

Meal receipts must show what was ordered for any meal reimbursement. Maximum = $65/day, including tip, based on average annual GSA daily rate. This maximum is reduced if meals are provided as part of the registration.

The following items are excluded from authorized expenses and must not be included in this claim:

- Alcoholic beverages, mileage cost in excess of air coach fare, personal services, entertainment, gifts, long distance phone charges that are not related to school business, expenses for non-employees

**BUSINESS OFFICE USE ONLY:**

District Approval: ____________________
Classification Correct: ____________________
Computation Correct: ____________________
Receipts Attached: ____________________

**DEPARTMENT USE ONLY:**

PO: ____________________
SBA: ____________________
EWA: ____________________

**X** Signature of Claimant

**X** Signature of Principal / Supervisor
(Approval of Claim and Expenditure Classification)

**X** Signature of District Office Administrator

Print on Green Paper
Revised 01/01/2020