

Geneva City Schools Travel Reimbursement Request

Date of Trip: _____

Purpose of Trip: _____

Location (City & State) _____

Actual Expenses Incurred:

Lodging (Must have itemized receipt) \$ _____

Meals (Must have itemized receipts) \$ _____

Transportation (based on actual total miles) _____ @ \$.58 per mile \$ _____

Tips \$ _____

Registration \$ _____

Valet Parking \$ _____

Other Appropriate Expenses: \$ _____

(List)

Total Expenses: \$ _____

All itemized receipts must be attached to this reimbursement request except for transportation, tips, and other approved expenses where receipts are not available. The Geneva City Board of Education does not reimburse for recreation, entertainment, traffic violations, automobile repairs, travel for entertainment purposes or any other expenses not absolutely necessary for the function of the approved business. All trips require the advance approval of the Superintendent and no travel or expenses will be reimbursed without said approval. The Geneva City Board of Education pays no per diem.

I pledge by my signature that the listed expenses are accurate and include nothing other than my necessary expenses.

Signature of Employee

Funds to be used for payment: _____

Approved for Payment _____ Principal

Approved for Payment _____ Superintendent