

TRAVEL EXPENSE FORM  
 Greeneville City Schools  
 P.O. Box 1420  
 Greeneville, Tennessee 37744-1420

Name: \_\_\_\_\_ Destination: \_\_\_\_\_  
 Address: \_\_\_\_\_ Purpose of Trip: \_\_\_\_\_  
 \_\_\_\_\_  
 Departure date: \_\_\_\_\_ time: \_\_\_\_\_  
 Return date: \_\_\_\_\_ time: \_\_\_\_\_

Type of transportation: \_\_\_\_\_ (personal car, airplane, etc.)

Ending \_\_\_\_\_ If personal car is used, list odometer readings  
 Beginning \_\_\_\_\_  
 Total \_\_\_\_\_ mileage @ \$.47 per mile = \$ \_\_\_\_\_ Transportation

Date	Motel	Breakfast	Lunch	Dinner	Meal Rates
_____	\$ _____	\$ _____	\$ _____	\$ _____	Breakfast - \$ 7.00
_____	\$ _____	\$ _____	\$ _____	\$ _____	Lunch - \$ 9.00
_____	\$ _____	\$ _____	\$ _____	\$ _____	Dinner - \$15.00
_____	\$ _____	\$ _____	\$ _____	\$ _____	
Totals	\$ _____	\$ _____	\$ _____	\$ _____	

Total motel and meals \$ \_\_\_\_\_

Other expenses \$ \_\_\_\_\_ Please specify \_\_\_\_\_

**GRAND TOTAL EXPENSES** \$ \_\_\_\_\_ (Transportation, motel, meals & other)

Account # \_\_\_\_\_

.....  
 I certify that the above expenses were incurred by me while traveling on official business for the Greeneville City School System and I am not being reimbursed for this travel from any other source. I have read and signed the PERSONAL AUTOMOBILES USED FOR BUSINESS PURPOSES FORM which is current and on file in the Superintendent's Office.

Date \_\_\_\_\_ Claimant's Signature \_\_\_\_\_

.....  
 Date \_\_\_\_\_ Approved: \_\_\_\_\_  
 Supervisor's Signature

Date \_\_\_\_\_ Approved: \_\_\_\_\_  
 Chief Financial Officer

Check # \_\_\_\_\_ Date Paid \_\_\_\_\_

## TRAVEL REGULATIONS (DJD – Exhibit A)

Authorized personnel may claim travel in accordance with the following guidelines:

- A. In the interpretation and application of this ordinance, the term “authorized person,” means any employee, member of the board of education or board appointed committee members who are traveling on official school business and whose travel was authorized in accordance with this policy. “Authorized traveler” shall not include the spouse, children, other relatives, friends or companions accompanying the authorized traveler on school business, unless the person(s) otherwise qualified as an authorized traveler under this ordinance.
- B. Authorized travelers are entitled to reimbursement of certain expenditures incurred while traveling on official business for the school system. Reimbursable expenses shall include: expenses for transportation; lodging, meals; registration fees for conferences, conventions, seminars; telephone calls; and other actual and necessary expenses related to official business.
- C. The travel expense reimbursement form will be used to document all expense claims.
- D. Claims of \$5.00 or more for travel expense reimbursement must be supported by the **original** paid receipt.
- E. The following time schedule for departure from and return to office/home shall determine eligibility for reimbursement for meals. Reimbursement for lunch meals will not be made unless overnight travel is involved.
  - Breakfast - Claimant departure before 6:30 AM
  - Lunch - Claimant departure before 11:00 AM and overnight stay is involved.
  - Dinner - Claimant returns after 7:00 PM

Reimbursement for tips and gratuities will not be allowed.

- F. Overnight accommodations will be reimbursed only when an activity continues for two consecutive days or when the individual lives more than 100 miles from the meeting place. Original receipts must accompany all expense claims for motels and hotels.
- G. Charges for long distance phone calls made while conducting official business shall be allowed, provided a statement is furnished revealing the name and phone number of the party called, the area in which service was rendered and the date of the call.
- H. If a common carrier is used for transportation, the full amount of the fare will be reimbursed, provided a receipt is attached. Taxi fares are allowed when necessary and require a receipt. When travel is by personal car, the maximum allowance is \$0.47 per mile. Individuals claiming reimbursement for travel by personal car must have a current PERSONAL AUTOMOBILES USED FOR BUSINESS PURPOSES FORM on file in the Superintendent’s office.
- I. The school system may pay directly to the provider for expenses such as meals, lodging and registration fees for conferences, conventions, seminars and other educational programs.