



# Professional Travel Reimbursement Request

## Peru Elementary School District 124

Name: \_\_\_\_\_ Conference/Activity: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s) Attended: \_\_\_\_\_

**Mileage (per the current IRS rate)**

\_\_\_\_\_ Total Miles @ \$0.58 per Mile = \$ \_\_\_\_\_ Mileage Total

**Meals (attach itemized receipts, reimbursement will not exceed maximum below)**

Date	Meal	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
		<b>\$ _____ Meal Total</b>

**Registration (if not prepaid and as approved)**

\$ \_\_\_\_\_ \$ \_\_\_\_\_ Registration Total

**Hotel (attach itemized receipts, reimbursement will not exceed maximum below)**

\$ \_\_\_\_\_ \$ \_\_\_\_\_ Hotel Total

**Parking (attach receipts, if not included with hotel)**

\$ \_\_\_\_\_ \$ \_\_\_\_\_ Parking Total

**Other Expenses (attach itemized receipts, train, cab fares, professional materials, etc.)**

Purpose/Explanation	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	<b>\$ _____ Other Expenses Total</b>

<b>Grand Total Requested for Reimbursement</b>	<b>\$ _____</b>
--	-----------------

Board/Employee Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Expense Policy and Maximum Reimbursements**

- All Board expenses and any Employee expenses exceeding limits require Board action for approval
- Expenses should be included for Board or Employees only (no guests)
- Attach itemized receipts for reimbursement (alcoholic beverages cannot be reimbursed)
- Maximum Meal Reimbursement – Breakfast \$11.00, Lunch \$16.00, Dinner \$27.00
- Car Mileage – IRS Standard Rate
- Car Rental, Air, Bus or Rail Travel – Lowest Rate or Coach Class
- Gratuities, Parking, Taxis – Actual Rate (when necessary)
- Lodging Location Maximum (pre-approval for number of nights required):
  - Downstate and Other Areas – Conference Rate up to \$175.00
  - Chicago Suburban Area – Conference Rate up to \$200.00
  - Chicago Metro Area – Conference Rate up to \$225.00