



BEND-LA PINE SCHOOLS
 Travel Request and Reimbursement Form
 Form AP 106
 Revised July 2008

Please allow up to 14 days for payment

Today's Date _____
 Legal name of Individual (please print) _____ Site/Dept _____
 Mailing Address for Check _____

Conference/Travel Expenses

Leave (date/time) _____ Return (date/time) _____
 Destination & Purpose of Travel (Meeting/conference brochure and/or agenda must be attached) _____

Hotel/Motel Expenses

Hotel or Motel expenses - must attach original detailed receipts \$ _____
 If the cost of the hotel/motel is greater than \$100, inclusive of all taxes and other fees, a second approval is required from the site administrator's level supervisor.

Per Diem

<u>Meals</u>	<u>How Many?</u>	<u>\$ Per</u>	<u>Total</u>
Breakfast	_____	\$10	_____
Lunch	_____	\$10	_____
Dinner	_____	\$20	_____

Common mileage one way from Bend

Corvallis - 127 Creswell - 140 Eugene - 128 Medford - 212 Portland - 160
 Redmond - 16 Roseburg - 192 Seaside - 238 Salem - 131 Springfield - 127

Mileage

Please see district web site for other cities www.bend.k12.or.us
 Choose staff tab, then departments menu, click on Business Office

Total Miles _____ /mile _____

Account code for travel expenses _____ /0340

Miscellaneous Expenses **Detailed receipts must be attached**

Date	Paid To	Purpose	Account Code	Amount

In District Mileage Reimbursement - Please Attach AP-106a form or mileage log

Total Miles _____ /mile _____ Account code for mileage _____ /0340

Total Per Diem and Reimbursement Requested \$ _____

I hereby certify that this is a true and correct claim for necessary expenses incurred by me, and I have or will not be receiving reimbursements from any other source for these expenditures nor have any of these expenses already been paid by anyone else.

Signature of Employee _____ Date _____

Approval

Signature of Supervisor _____ Date _____

Signature of Sup't/designee _____ Date _____

Business day is 8:00 a.m. to 5:00 p.m.

- > District will pay no more than the per diem amount for meals. Breakfast and dinner expenses are reimbursable if the employee is required to travel more than two hours before the start or more than two hours after the end of the business day.
- > Meals provided as part of conference or meeting are not reimbursable and will be deducted from per diem rate.
- > The District will reimburse mileage for the shortest route to the destination at the rate set by the IRS each calendar year. Mileage chart on Web.
- > If an advance on travel has been received, and travel plans are cancelled, a reimbursement to the District is required.
- > If an advance on travel has been received, and travel plans change, please contact the Finance Department.

Items that will not be reimbursed by the District:

- Alcoholic beverages purchased with a meal or otherwise
- Entertainment expenses including activities and/or events
- Gifts/Personal items/In room movies