

LIBERTY PUBLIC SCHOOL DISTRICT NO. 53  
TRAVEL & EXPENSE REIMBURSEMENT REQUEST FORM

Name \_\_\_\_\_ Bldg \_\_\_\_\_ Date: From \_\_\_\_\_ To \_\_\_\_\_  
 Meeting \_\_\_\_\_ Location \_\_\_\_\_  
 PO Number \_\_\_\_\_

**Procedures for Completing Travel & Expense Reimbursement Request Form**

1. Complete form
2. Provide completed form to Building/Department Administrative Assistant
3. Building/Department administrator signs request form
4. Building/Department Administrative Assistant enters PO in Keystone
5. Building/Department Administrative Assistant updates request form with PO #
6. Administrator approves PO request in Keystone
7. Request form sent to Accounts Payable at DAC

**Please note:** All reimbursement requests must be in accordance with District travel procedures. Automobile mileage is reimbursable at the applicable Internal Revenue Service rate at the time of travel for miles driven using a non-school vehicle. Gas expenses may be claimed only if a district vehicle is used. Employees will be reimbursed the actual cost of the meal(s) not to exceed the per diem meal limitations of the travel destination. Original, itemized receipts are required for all travel reimbursements with the exception of mileage. Expenses from a district credit card should not be included on this form.

Date	Personal Vehicle (57.5 cents per mile)		Travel (air, RR, car, taxi, gas, tolls, parking)	Lodging	Meals Must provide original, itemized receipts			Other Must provide receipt and description	Total Costs
	Miles	Reimb			Breakfast	Lunch	Dinner		
<b>Total Due Employee</b>									

BUDGET CODE TO BE CHARGED (REQUIRED)	FUND (2)	FUNCTION (4)	OBJECT (4)	LOCATION (4)	SOURCE (1)	PROJECT (5)	PROJECT (3)

I hereby certify that the above expenses were incurred in the performance of school duties as an employee of Liberty Public Schools, that payment has been made from personal funds for which I have not been reimbursed, nor will I receive from any source any payment for these expenses.

\_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

\_\_\_\_\_  
ADMINISTRATIVE APPROVAL DATE

\_\_\_\_\_  
DAC APPROVAL (IF APPLICABLE) DATE