

# TRANSPORTATION REQUEST AND CLAIM REIMBURSEMENT

## EUREKA COUNTY SCHOOL DISTRICT

Date Approved: \_\_\_\_\_

\*\*\*\*\*

Copied to: \_\_\_\_\_

### TRANSPORTATION REQUEST SECTION

Name \_\_\_\_\_ Current Date \_\_\_\_\_

Travel To: \_\_\_\_\_ Purpose (attach agenda): \_\_\_\_\_

Depart Date \_\_\_\_\_ Time \_\_\_\_\_ Return Date \_\_\_\_\_ Time \_\_\_\_\_ Total Persons to be Transported \_\_\_\_\_

Preferred Method Of Travel (check one):

(Note: District Liability Insurance only in effect after employee's policy limits are exhausted)

District Vehicle \_\_\_\_\_

Personal Vehicle \_\_\_\_\_

Board Approval (out-of-state requests & all board member travel) Clerk: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

### REIMBURSEMENT SECTION

Total Mileage \_\_\_\_\_ Miles @ \$0.505/mile.....\$ \_\_\_\_\_

# of Coach/Advisor days \_\_\_\_\_ @ Not to Exceed \$16.00/day.....\$ \_\_\_\_\_

# of Breakfasts \_\_\_\_\_ @ Not to Exceed \$7.00 each.....\$ \_\_\_\_\_

# of Lunches \_\_\_\_\_ @ Not to Exceed \$11.00 each.....\$ \_\_\_\_\_

# of Dinners \_\_\_\_\_ @ Not to Exceed \$18.00 each.....\$ \_\_\_\_\_

Lodging: # of nights \_\_\_\_\_ @ \$ \_\_\_\_\_ Superintendent's Initials \_\_\_\_\_ \$ \_\_\_\_\_

(Note: Superintendent's previous approval required below to exceed \$70.00/night rate)

Airfare.....\$ \_\_\_\_\_

Registration.....\$ \_\_\_\_\_

Other Expenses: \_\_\_\_\_ \$ \_\_\_\_\_

(Note: Upon return to Eureka, complete a separate Purchase Order and attach receipts to claim reimbursement for incidental expenses such as parking lot fees or cab/shuttle fares)

Reimbursable SUBTOTAL \$ \_\_\_\_\_

Code: \_\_\_\_\_

TOTAL Cost of Trip \$ \_\_\_\_\_

Signature of Person Submitting Request \_\_\_\_\_

Approval: \_\_\_\_\_ / \_\_\_\_\_  
Principal Date

\_\_\_\_\_/\_\_\_\_\_  
Superintendent Date

\*\*\*\*\*

Note: Read reverse side for information concerning travel claim.

- A. The district will reimburse only from completed form and Board approval of claim.
- B. Each employee must complete a separate claim reimbursement form
- C. Out-of-state travel requests must be approved by the Board.

ADOPTED 07/08/97  
REVISED 03/25/98  
REVISED 01/24/00  
REVISED 01/08/01  
REVISED 01/23/02  
REVISED 09/05/03  
REVISED 02/14/06

REVISED 12/02/97  
REVISED 09/23/98  
REVISED 08/03/00  
REVISED 10/31/01  
REVISED 01/24/03  
REVISED 02/02/05  
REVISED 06/24/08

EUREKA COUNTY SCHOOL DISTRICT TRAVEL POLICY

A. Travel Status: In - State

1. Persons on travel status for a twenty-four (24) hour period are allowed up to \$106.00 for expenses unless permission otherwise is granted by the superintendent.
2. Persons on travel status for less than a full day may receive a maximum of \$7.00 for breakfast, \$11.00 for lunch, \$18.00 for dinner and \$70.00 for lodging unless permission otherwise is granted by the superintendent.
3. Breakfast claims are allowed if a person leaves before 6:30 a.m. or returns after 7:30 a.m. Lunch claims are allowed if a person leaves before 11:00 a.m. or returns after 1:00 p.m. Dinner claims are allowed if a person leaves before 5:30 p.m. or returns after 6:30 p.m.

Receipts are required for all transportation expenses, including commercial parking, air fare (attach airline ticket coupon), taxis, car rental, etc.

When employees receive a free meal such as in flight as part of the air fare or when provided by registration fees, no reimbursement is allowed.

B. Travel status: Out - of - State

1. Persons on travel status for a twenty-four hour (24) period outside the State of Nevada may receive \$26.00 in addition to a reasonable room rate unless permission otherwise is granted by the superintendent. In-State travel lodging \$70.00 per night. Out-of-State travel lodging \$82.00 per night per Administrative Regulation #3300, 15.3.
2. Persons on travel status outside the State for a period of less than twenty-four (24) hours may receive \$7.00 for a breakfast, \$11.00 for lunch, \$18.00 for dinner and actual expenses for lodging.
3. Receipts will be required for all out-of-state lodging reimbursements. When registration fees provide for meals, employees shall not request additional reimbursement for the meal; persons receiving meals in flight as part of air fare shall not be entitled to reimbursement for meals enroute.

C. Private Automobile Use:

1. Use of Private Automobiles, School District Convenience:
  - a) The allowance for travel by using a private vehicle is .505 cents per mile.
2. Transportation must be by the most economical means, considering total cost, time spent in transit and the availability of district-owned automobiles.

AR 3300  
REVISED 12/05/97  
REVISED 03/25/98  
REVISED 09/23/98  
REVISED 04/20/99  
REVISED 08/03/00  
REVISED 01/08/01  
REVISED 10/31/01  
REVISED 01/23/02  
REVISED 01/24/03  
REVISED 09/05/03  
REVISED 02/02/05  
REVISED 06/24/08