



BISMARCK PUBLIC SCHOOLS

Travel Authorization Request

(to be completed prior to travel)

Name: _____ School/Dept.: _____

Date(s) of Travel: _____ Position: _____

Destination: _____ Estimated Expenses:

Purpose: _____ Transportation: \$ _____

Mode of Transportation: _____ Meals: \$ _____

Signature of Applicant: _____ Date: _____ Lodging: \$ _____

Recommended by Administrator: _____ Date: _____ Registration Fee: \$ _____

Approved by Superintendent: _____ Date: _____ Total Estimated Expenses: \$ _____

Paid by: Grant Funds General Fund Activity Fund

If funded by a grant, specify: _____

Account # _____

Account # _____

Travel Expense Voucher

(to be completed after travel)

Date	Time of Departure/Arrival	Destination	Miles	Meals	Lodging	TOTAL Meals/Lodging
		TOTALS				

Miscellaneous Expenses: (itemize)

(Receipts required if over \$10.00 per item)

Registrations: \$ _____

Taxi: \$ _____

Tips: \$ _____

Other: \$ _____

Total Miscellaneous Expenses: \$ _____

_____ Miles at 51¢ per mile =

_____ Miles at 18¢ per mile =

Total Miscellaneous Expenses:

Total Amount Claimed:

Claimant's Signature _____ Date: _____

Approved by: _____ Date: _____

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Travel Authorization Request Instructions

1. A Travel Authorization Request form must be completed by anyone expecting to receive reimbursement for travel expenses in sufficient time to obtain approval prior to incurring any travel expenses.
2. If approved, the Travel Authorization Request form is returned to the originator for completion of the Travel Expense Voucher (lower portion of form).
3. Upon return from trip, fill out Travel Expense Voucher (lower portion), submit along with required receipts to the Business Office for reimbursement.

SCHOOL BOARD POLICY DJD - EXPENSE REIMBURSEMENTS:

Personnel and district officials who incur expenses in carrying out their authorized duties will be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts in accordance with state law.

When official travel by personally-owned vehicle has been authorized, mileage payment shall be made at the state allowance. To the extent budgeted for such purposes in the school budget, the approval of travel requests shall be vested in the superintendent or his designee.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive expenses will not be accepted.

EXCERPTS FROM NDCC 44-08-04 and 54-06-09:

	In-State Travel	Out-of-State Travel
Meals and Lodging		
First Quarter (7:00 a.m. to noon) (No reimbursement if travel begins after 7:00 a.m.)	\$5.00	20% of GSA daily rate
Second Quarter (noon to 6:00 p.m.)	\$7.50	30% of GSA daily rate
Third Quarter (6:00 p.m. to midnight)	\$12.50	50% of GSA daily rate
Fourth Quarter (midnight to 7:00 a.m.)	\$69.30	Actual lodging expense (Receipt required)

Mileage: In-state - 50 cents per mile
Out-of-state - for one person, 50 cents per mile up to 300 miles from the state border and 18 cents per mile thereafter. For two or more employees traveling in the same vehicle, 50 cents per mile will be paid to the owner of the vehicle.

Receipts are not required for meals.
Tips for meals are included in the per diem allowance.