

Ridgway Area School District

TRAVEL EXPENSE STATEMENT

What is the Purpose of the Form?

This form is to be used to report expenses and request reimbursement **after** a trip has been taken.

Who Should File the Form?

Each individual who incurs expenses while attending a conference/meeting approved by the District must complete this form to receive reimbursement of those expenses or to account for expenses advanced. The form should be completed **entirely**, signed and sent to the Superintendent's Office along with all receipts and a conference report.

When Should the Form be Filed?

This form should be filed as soon as possible after completion of your trip. Reimbursement cannot be made without completion of the form and conference report.

Special Notes:

If the amounts exceed the daily allowances or the amounts approved via the conference attendance request, the administrative office will adjust accordingly before reimbursement. Please use the standard mileage rates found on the back of the form. Failure to attach receipts or conference report will delay reimbursement.

Revised: June 2004

RASD RIDGWAY SCHOOL DISTRICT TRAVEL EXPENSE STATEMENT **RASD**

TO: Superintendent of Schools
 FROM: _____ The following expenses were incurred by me while attending (Name of Meeting) _____ in _____ from _____ to _____ as authorized by the Superintendent and Board of Directors.

Mileage (Private Vehicle - IRS Rate X Miles)	\$
Travel other than by car (<i>Receipts required</i>)	\$
Room (<i>Receipts required</i>) Phone calls, unless for school business, and in-room movies are not legitimate expenses. They may be included on the receipt but must be deducted from reimbursable expenses.	\$
Meals (<i>Itemized Receipts for each conference/workshop attendee are required</i>) Meal costs should not exceed \$25.00 per day for an overnight trip and \$10.00 for one day trips. Meal expenses should not be included if they are part of the conference registration package. Alcohol and gratuities are not reimbursable expenses.	\$
Other Expenses (<i>Receipts required</i>) Conference registration package, tolls, parking fees, etc.	\$
TOTAL	\$
Less Cash Advance	\$
NET AMOUNT DUE Check One: To Employee ___ To School ___	

NOTE - A Report on the Conference must be submitted before reimbursement will be made.
Date Submitted _____

 Signature of Employee Date

***** OFFICE USE*****
 Conference Report received YES ___ NO ___ Grant Reimbursable YES ___ NO ___
 Approved for Payment by Finance Manager YES ___ NO ___

Revised: June 2004

MILEAGE TO BE USED FOR TRAVEL WHEN WITHIN DISTRICT
(ONE WAY)

HIGH SCHOOL TO BOOT JACK	2.6
HIGH SCHOOL TO I G A	1.0

MILEAGE TO BE USED FOR TRAVEL OUT OF DISTRICT
(ONE WAY)

ALTOONA	99.0		KANE	24.0
BRADFORD	42.0		MEADVILLE	84.0
BROCKWAY	17.5		NEW BETHLEHEM	59.0
BROOKVILLE	32.0		OIL CITY	70.0
CLARION	48.0		OLEAN	65.0
CLEARFIELD	38.0		PITTSBURGH	120.0
			PITTSBURGH AIRPORT	162.0
CURWENSVILLE	42.0		PORT ALLEGANY	55.0
DUBOIS	28.0		PUNXSUTAWNEY	45.0
EISENHOWER	47.5		SHEFFIELD	30.0
EMPORIUM	30.0		SMETHPORT	45.0
ERIE	105.0		STATE COLLEGE	80.0
HARRISBURG	165.0		ST. MARYS	11.0
HERSHEY	190.0		YOUNGSVILLE	50.0
INDIANA	71.5		WARREN	42.0
JOHNSONBURG	8.0		WILLIAMSPORT	125.0
JOHNSTOWN	91.5		WARRENDALE OR MARS	144.0