	In District	Travel (school	ol to school)	Out of District Travel - Use Actual Leaving From and Returning To Address/School							
Date	Leaving From Use School Codes (on back)	Destination Use School Codes (on back)	Returning To Use School Codes (on back)	Leaving From Use School Code (on back) or Address	When did you leave? Before or After work?	Destination (Name and Address) Attaching mapquest is helpful	Returning To Use School Code (on back) or Address	Miles Driven	Purpose Conference Name or Reason for Travel	Other Original, Itemized receipts are required for meals, parking a other expenses-please ATTACH	\$ Dollar Amount Requested
				H							
									I		
(Required) Employee Printed Name (Required) Employee Signature									Total this page \$		
If PDC applicable: Building PDC Re								<u>).</u> Signature and Date (Required)			
						<= OR =>					
Supervisor Approval Signature and Date							If PDC Grace Green or Dorean Dow Signature and Date (Required)				
(Supervisor of account being charged, needs to sign here)							ii PDC Grace Green or Dorean Dow Signature and Date (Required)				
Please review	items below and T	ravel Regulation	3440 on back.								
1. Send to Travis Dierker at the NAC after form is complete and all appropriate Supervisor(s) have signed							Account Code				
2. DEADLINE	DATE - <u>Last working d</u>	ay of the month				r	1				
	avel expense forms re										
ORIGINAL_ITEMIZED receipts for meals/supplies are required. Charge code to be completed by employee or supervisor.											
	it at least every 3 mor		301.								
7. Use the building codes (ex. <u>D-E-D shows a round trip</u> : <u>D-E shows one-way</u>) when possible or write actual mileage driven.											
8. Mileage from previous fiscal year will not be approved.											
9. Form will be returned to you if not filled out correctly.											
10. Outside district travel - read # 2 of regulation on back of form to figure mileage correctly.											

Total Amount Requested \$_____

Effective Jan. 2023 Mileage rate=.655 cents per mile

Date Submitted _____