



Req/PO # _____

Los Alamos Public Schools Travel & Reimbursement Request

Name _____ School/Dept. _____

Name of Conference/Meeting _____ Dates of Event _____
(Attach agenda or flyer)

Departure Date/Time _____ am pm Return Date/Time _____ am pm

Estimated Costs for Conference and Transportation

Conference Fee		\$
Transportation		
Airfare		\$
Ground Transportation		\$
Parking, tolls, etc.		\$
Private Vehicle Mileage	_____ # of Miles X \$0.40	\$
Estimated costs for Meals/Lodging		
CHOOSE EITHER PER DIEM FOR MEALS/LODGING OR ACTUALS FOR MEALS/LODGING		
<input type="checkbox"/> Meals/Lodging Expenses to be Reimbursed on Per Diem Basis (no receipts required)	<input type="checkbox"/> in-state @ \$ 85 per 24 hr period <input type="checkbox"/> out-of-state @ \$115 per 24 hr period	\$
Estimated per diem for Additional hrs _____	<input type="checkbox"/> 2 but less than 6 \$12 <input type="checkbox"/> 6 but less than 12 \$20 <input type="checkbox"/> 12 but less than 24 \$30	\$
OR		
<input type="checkbox"/> Meals/Lodging Expenses to be Reimbursed Based on Actual Expenses (all receipts required)	Hotel	\$
	Meals - Max \$30 in state, \$45 out of state (per 24 hour period)	\$
Total Estimated Travel Costs		\$

Traveler Signature/Date

Supervisor Signature/Date

Supt or Designee Signature/Date
(if required)

Reimbursement Request for Expenses Paid by Traveler

Per Diem: Calculation		Departure Date _____ Time _____	Requested Reimbursement
		Return Date _____ Time _____	
Total 24 hr periods: _____ Additional hours: _____ (See above for reimbursement rates)			
If you choose Per Diem, use this line		Per Diem	\$
If you choose Actuals, use these two lines:		Actual Hotel	\$
		Actual Meals	\$
		Conference Fee	\$
		Airfare	\$
		Ground Transportation	\$
		Parking, Tolls, etc.	\$
		Miscellaneous	\$
		Mileage: _____ miles x \$0.40/mile	\$
TOTAL REIMBURSEMENT REQUEST			\$

Traveler Signature/Date

Supervisor Signature/Date

Supt or Designee Signature/Date
(if required)

Section I: Complete prior to travel

Section I: Complete after travel