



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: \$ _____
	Lodging: \$ _____
	Registration Fee: \$ _____
	Total Estimated Expenses: \$ _____
Signature of Applicant: _____ Date: _____	Paid by: <input type="checkbox"/> Grant Funds <input type="checkbox"/> General Fund <input type="checkbox"/> Activity Fund
Recommended by Administrator: _____ Date: _____	If funded by a grant, specify: _____
Approved by Superintendent: _____ Date: _____	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)	<p style="text-align: center;">_____ Miles at 45¢ per mile =</p> <p style="text-align: center;">_____ Miles at 18¢ per mile =</p>
Registrations: \$ _____ Taxi: \$ _____ Tips: \$ _____ Other: \$ _____ Total Miscellaneous Expenses: \$ _____	<p style="text-align: center;">Total Miscellaneous Expenses:</p> <hr/> <p style="text-align: center;">Total Amount Claimed:</p>

Claimant's Signature _____	Approved by: _____
Date: _____	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.)	\$55.00	Actual lodging expense (Receipt required)

Mileage: In-state - 45 cents per mile
Out-of-state - for one person, 45 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, 45 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.