



Bristol Tennessee City Schools
Travel and/or Expense Reimbursement - Revised 01/01/24

>Attach meeting or conference agenda for documentation<

Name: _____ School: _____

Purpose of Trip: _____ Date of Trip: _____

TRANSPORTATION From _____ To _____

and return by (check all applicable):

<input type="checkbox"/> Air Travel (attach receipt)	Airfare Total:	<input style="width: 150px; height: 20px;" type="text"/>
<input type="checkbox"/> Personal Auto (total miles)	<input style="width: 100px; height: 20px;" type="text"/>	@ .67 per mile = \$ <input style="width: 50px; height: 20px;" type="text"/> -
<input type="checkbox"/> Used school system vehicle.		

AMOUNT ON PURCHASING CARD \$ -

TOTAL TRANSPORTATION EXPENSES (1) \$ -

LODGING, MEALS, & INCIDENTAL EXPENSES

Date	Motel	Breakfast (Max. \$13)	Lunch (Max. \$15)	Dinner (Max. \$26)	Incidental Exp (Max. \$5)	TOTAL
						-
						-
						-
						-
						-
						-

AMOUNT ON PURCHASING CARD \$ -

TOTAL LODGING, MEALS, & INCIDENTAL EXPENSES (2) \$ -

MISC. EXPENSES (please itemize)

	=	-
	=	-
	=	-
	=	-

AMOUNT ON PURCHASING CARD \$ -

TOTAL MISCELLANEOUS COST (3) \$ -

TOTAL EXPENSES (Add 1 + 2 + 3) -

LESS PURCHASING CARD (if applicable) -

NET TOTAL DUE \$ -

Fund & Acct. _____
 (GP Fund 141; FP Fund 142; SN Fund 143)

Employee's Signature:	Date:
Principal's or Supervisor's Signature:	Date:
Director of Schools/Designee Signature:	Date:

ATTACH ALL BILLS AND/OR RECEIPTS FOR VERIFICATION

REIMBURSEMENT GUIDELINES

Revised January 1, 2023

General Reimbursement Rates:

Mileage (per mile)	0.67
Overnight Stay:	
Parking must be accompanied with a receipt.	
Breakfast <i>(Only with previous overnight stay / tip included)</i>	\$13.00
Lunch (Tip included)	\$15.00
Dinner (Tip included)	\$26.00
Incidental Expenses <i>(Per day with overnight travel)</i>	\$5.00

General Guidelines:

1. Prior approval of travel must be obtained from Supervisor and Grant Coordinator, if applicable. Proof of prior approval must be attached to completed reimbursement form. Proper proof can be either a completed purchase order or a printed email (written documentation).
2. Hotel/motel claims will be reimbursed for actual business-approved expenditures. It is the employee's responsibility to submit a hotel/motel receipt with a zero (-0-) balance. Employees should make reservations at hotels/motels which honor state rates or group conference rates. Personal charges such as personal phone calls, movies, room service, family expenses, etc., must be paid for by the employee in order to receive a zero balance receipt. Ensure sales tax is not charged for in-state/other states that honor Tennessee tax-exemption by providing tax-exempt form. *(Please see the Business Office to determine the states that honor Tennessee tax-exemption.)*
3. If more than one employee attends a meeting or conference where an overnight stay is involved, each employee must submit an individual hotel/motel receipt unless the hotel/motel room is shared.
4. For an overnight stay, meal rates are reimbursed at the published rates without receipts. For pre-approved meal rates to exceed the published rates, receipts are required. If an administrator uses the system's purchasing card for a group meal, an itemized list of the individuals and meal charges must be attached to the reimbursement form notifying the Business Office of the use of the purchasing card.
5. If meals are a part of the conference registration charge, no additional meal allowance is allowed. Registration documentation must be attached to the reimbursement request if the system pays the registration charge. If prepayment is required for a registration charge, documentation must be submitted to the Business Office when request for payment is made.
6. Reimbursement guidelines and procedures apply to all school employees and members of the Board of Education.
7. Car rental should be used only when necessary, (i.e. when other forms of transportation such as hotel shuttle services are inconvenient, expensive, or not available). Charges for insurance for rental automobiles are not reimbursable costs. The System is insured for certain liability. Charges for car rental and fuel receipts should be scanned and attached to this report for reimbursement. Rentals must be approved in advance by the Director of Schools.
8. Incidentals include miscellaneous costs associated with travel such as tips for transportation, baggage handling, phone calls to home, etc. Tips for meals with overnight stay are included in the published meal allowance. Incidental per diem shall be provided for each day of a trip with overnight travel.
9. Miscellaneous expenses such as cab or taxi must be accompanied by a receipt.
10. Airfare and rental vehicles will be considered on an individual basis and must be approved by the Director of Schools. Documentation such as airline boarding tickets and rental agreements and receipts must be provided.
11. In accordance with Internal Revenue Service guidance (IRS Publication 463), reimbursement paid sixty (60) days after the date of travel may be considered taxable income.