

BEAUREGARD PARISH SCHOOL BOARD
2017-2018 TRAVEL EXPENSE ACCOUNT

MUST BE TURNED IN NO LATER THAN 1 MONTH FROM TRAVEL DATE

NAME:	DATE OF CLAIM:
ADDRESS:	SCHOOL:

Office use only: Object: 55582					Org:		Employee Number:		MEALS		
DATE	TERRITORY TRAVELED	PURPOSE OF TRAVEL	MILES	LODGING	BREAKFAST	LUNCH	DINNER				
Totals carried forward from page 2											
Totals											

Reimbursements are made in accordance with Beauregard Parish School Board Policy File:DJD.

RECEIPTS required for all costs where applicable *except MEALS*.

	Totals	
MILEAGE	Total Miles _____ X 0.51 =	
LODGING		
MEALS		
REGISTRATION FEE		
PARKING/TOLL		
AIR TRAVEL		
OTHER COST (IDENTIFY)		
TIPS Baggage/Car Handling Only-\$10.00 Limit		
TOTAL REIMBURSABLE COST		

<i>Maximum Meals:</i>	
In state:	51.00
Breakfast	9.00
Lunch	13.00
Dinner	29.00
Out of state / New Orleans	56.00
Tier III (High Cost)	61.00
Tier IV (High Cost)	68.00

I certify that this expense account is true in all respects.		
_____ Signature of Payee	_____ Supervisor Signature	_____ Reviewed By

Name:

					MEALS		
DATE	TERRITORY TRAVELED	PURPOSE OF TRAVEL	MILES	LODGING	BREAKFAST	LUNCH	DINNER
Totals (carry forward to page 1)							

High Cost (Tier III): Alaska; American Samoa; Atlanta,GA; Austin,TX; Cleveland,OH; Dallas,TX; Denver,CO; Detroit,MI; Ft. Lauderdale,FL; Galveston,TX; Guam; Hartford,CT; Hawaii; Houston,TX; Kansas City,MO; Las Vegas,NV; Los Angeles,CA; Miami,FL; Minneapolis,MN; Nashville,TN; Oakland,CA; Orland,FL; Philadelphia,PA; Phoenix,AZ; Pittsburgh,PA; Portland,ME; Puerto Rico; Sacramento,CA San Antonio,TX; San Diego,CA; St. Louis,MO; Tampa,FL; Virgin Island; Wilmington,DE

High Cost (Tier IV): Alexandria,VA; Arlington,VA; Baltimore,MD; Boston,MA; Chicago,IL; New York City,NY; San Francisco,CA; Seattle,WA Washington,DC