



Make sure the "Highlight Existing Fields" button is selected.
 Note: The fields with red borders are required

Oak Ridge Schools Travel Reimbursement Request

Traveler _____ Delivery _____ Location _____

Mailing address: _____
only if "Mail to Home" selected Street address City State Zip Code

Conference/Meeting Name _____

Departure Date _____ Return date _____

Please submit within 10 days of completed trip. You must attach receipts for all items except meals. Meals will be reimbursed at per diem rates. Complete this form for all personal expenses associated with the travel. A TAR and conference/meeting agenda must be attached to this form.

For per diem rates for your specific destination go to the GSA per diem website. www.gsa.gov/perdiem For TN locations see next page.

Date	Maximum GSA Daily Per Diem	Breakfast	Lunch	Dinner	Incidentals	Daily Total
Departure Day						
Full Day 1						
Full Day 2						
Full Day 3						
Full Day 4						
Full Day 5						
Return Day						

Total Reimbursable M&IE _____

Personal vehicle mileage (round trip) _____

Other Personal Vehicle Mileage _____ Purpose for additional mileage _____
(enter zero if no additional mileage)

Total Personal Vehicle Mileage _____ x GSA Mileage rate of \$0.575 _____

Other (i.e. Gas (for Rental/District Vehicle), Parking, Bag Fees) _____

Other Transportation(i.e. Taxi, Shuttle, Metro) _____

Expenses below are normally paid with a district credit card. Enter expenses ONLY if paid by the employee. Receipts required.

Hotel _____

Airfare _____

Rental Vehicle _____

Conference Registration _____

Total Reimbursement due to employee _____

Note: Estimate payment within 2 weeks of receipt in the Business Office

PO Number

Verified by:

Additional Remarks / Updated Account Information

I certify that the information and expenses provided on this statement are accurate and I have submitted all documentation needed to validate expenses.

Traveler Signature

Date

Note: Please click in signature box to create/insert digital signature. Save as pdf and forward to admin assistant/bookkeeper/grant coordinator.

FOR BUSINESS OFFICE USE ONLY

INVOICE AUDITED BY _____ APPROVAL BY _____

Revision Date 3/04/2020



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Meals and Incidentals breakdown

M&IE Full Day						
M&IE Daily	\$55.00	\$56.00	\$61.00	\$66.00	\$71.00	\$76.00
Breakfast	\$13.00	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
Lunch	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
Dinner	\$23.00	\$23.00	\$26.00	\$28.00	\$31.00	\$34.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

M&IE First and Last Day						
First/Last Day Total	\$41.25	\$42.00	\$45.75	\$49.50	\$53.25	\$57.00
Breakfast	\$9.75	\$9.75	\$10.50	\$12.00	\$12.75	\$13.50
Lunch	\$10.50	\$11.25	\$12.00	\$12.75	\$13.50	\$14.25
Dinner	\$17.25	\$17.25	\$19.50	\$21.00	\$23.25	\$25.50
Incidentals	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75

Note: Lunch per diem for 1-day event is \$14.

For per diem rates for your specific destination go to the GSA per diem website below. www.gsa.gov/perdiem

Tennessee M&IE		
Location	Maximum allowed	First/ Last Day
All Tennessee Locations not listed below	\$55.00	\$41.25
Rutherford (Murfreesboro)	\$55.00	\$41.25
Davidson (Nashville)	\$61.00	\$45.75
Shelby (Memphis)	\$61.00	\$45.75
Williamson (Brentwood / Franklin)	\$61.00	\$45.75
Hamilton (Chattanooga)	\$61.00	\$45.75