



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](http://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 \$0.56 \_\_\_\_\_

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						
<b>M&amp;IE Daily</b>	<b>\$55.00</b>	<b>\$56.00</b>	<b>\$61.00</b>	<b>\$66.00</b>	<b>\$71.00</b>	<b>\$76.00</b>
<b>Breakfast</b>	\$13.00	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
<b>Lunch</b>	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00
<b>Dinner</b>	\$23.00	\$23.00	\$26.00	\$28.00	\$31.00	\$34.00
<b>Incidentals</b>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

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