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| **PLEASE NOTE: Use this form to be reimbursed after conference or field trip has occurred – attach receipts.** | | | | | | | TRAVEL REIMBURSEMENT REQUEST FORM **North East School** **District**  **North East, PA** | | | | | | | | | | **Date:** | | | | |  | | | |
| **CHECK PAYABLE TO:** | | | | | |  | | | | | | | | | **REQUESTED BY:** | | | | | |  | | | | |
| **(Employee)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ADDRESS:** | |  | | | | | | | | | | | | | | | | **ZIP:** | | | | | | |  |
| **NAME OF CONFERENCE/FIELD TRIP:** | | | | | | | | | |  | | | | | | **DATE OF TRIP:** | | | | | | | |  | |
| **DESTINATION:** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Mileage** |  | | @ | | .67¢ | | |  | Amount | | |  | Attach **ALL** receipts for travel including: ground travel, air fare, tolls, parking, lodging, meals, and other allowable expenses incurred. | | | | | | | | | | | | |
| $ | |  |
| **Other Travel Expenses…………………..** | | | | | | | | | $ | |  |
| **Meals………………………………………..** | | | | | | | | | $ | |  |
| **Room………………………………………..** | | | | | | | | | $ | |  | **APPROVAL:** | | | | | |  | | | | | | |
| **Miscellaneous………………………………** | | | | | | | | | $ | |  |  | | | | | | | | | | | | |
| **TOTAL…………………………………...** | | | | | | | | | $ | |  | **APPROVAL:** | | | | | |  | | | | | | |
| **LESS amount of cash advance from Cash Advance Request Form – (Blue)** | | | | | | | | | $ | |  |  | | | | | | | | | | | | |
| BALANCE DUE………………………… | | | | | | | | | $ | |  | **PO #/Account #:** | | | | | | |  | | | | | |
|  | | | | | | |  | | | | | |
|  | | | | | | | | |  | |  |  | **Date Approved:** | | | | | | |  | | | | | |
| Revised January 2024 | | | | | | | | |  | |  |  |  | | | | | | |  | | | | | |
| (Pink Form) | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PLEASE NOTE: Use this form to be reimbursed after conference or field trip has occurred – attach receipts.** | | | | | | | TRAVEL REIMBURSEMENT REQUEST FORM **North East School District**  **North East, PA** | | | | | | | | | | **Date:** | | | | |  | | | |
| **CHECK PAYABLE TO:** | | | | | |  | | | | | | | | | **REQUESTED BY:** | | | | | |  | | | | |
| **(Employee)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ADDRESS:** | |  | | | | | | | | | | | | | | | | **ZIP:** | | | | |  | | |
| **NAME OF CONFERENCE/FIELD TRIP:** | | | | | | | | | |  | | | | | | **DATE OF TRIP:** | | | | | | | |  | |
| **DESTINATION:** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Mileage** |  | | @ | | .67¢ | | |  | Amount | | |  | | Attach **ALL** receipts for travel including: ground travel, air fare, tolls, parking, lodging, meals, and other allowable expenses incurred. | | | | | | | | | | | |
| $ | |  |
| **Other Travel Expenses……………...……..** | | | | | | | | | $ | |  |
| **Meals………………………………………..** | | | | | | | | | $ | |  |
| **Room………………………………………..** | | | | | | | | | $ | |  | **APPROVAL:** | | | | |  | | | | | | |
| **Miscellaneous………………………………** | | | | | | | | | $ | |  |  | | | | | | | | | | | |
| **TOTAL…………………………………...** | | | | | | | | | $ | |  | **APPROVAL:** | | | | |  | | | | | | |
| **LESS amount of cash advance from Cash Advance Request Form – (Blue)** | | | | | | | | | $ | |  |  | | | | | | | | | | | |
| BALANCE DUE………………………… | | | | | | | | | $ | |  | **PO #/Account #:** | | | | | |  | | | | | |
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|  | | | | | | | | |  | |  |  | | **Date Approved:** | | | | | |  | | | | | |
| Revised January 2024 | | | | | | | | |  | |  |  | |  | | | | | |  | | | | | |

(Pink Form)