

# WALTON COUNTY SCHOOL DISTRICT

## TRAVEL AND PER DIEM VOUCHER FOR AUTHORIZED TRAVEL EXPENDITURES ON OR AFTER JANUARY 1, 2010 – SEE INSTRUCTIONS ON REVERSE SIDE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_

LOCATION \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ A.M./P.M. \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year)  
(hour)

TIME OF RETURN: \_\_\_\_\_ A.M./P.M. \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year)  
(hour)

**TOTALS**

\_\_\_\_\_ Day (s) @ \$136.00 per day .....\$ \_\_\_\_\_

\_\_\_\_\_ Quarter (s) @ \$34.00 per quarter .....\$ \_\_\_\_\_

\_\_\_\_\_ Miles @ \$ .625 per mile (round trip per road map)..... \$ \_\_\_\_\_

OTHER (specify) \_\_\_\_\_  
\$ \_\_\_\_\_

Breakfast \$ \_\_\_\_\_ Lunch \$ \_\_\_\_\_ Dinner \$ \_\_\_\_\_ .....\$ \_\_\_\_\_  
((\$7.00) (\$11.00) (\$23.00))

(Only itemize meal reimbursements if they are not included in per diem)  
TOTAL EXPENSES ..... \$ \_\_\_\_\_

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YOU ARE REQUIRED TO ATTACH SUPPORTING EVIDENCE SUCH AS HOTEL BILLS, MEETING PROGRAMS, LETTERS OF REQUEST FOR ATTENDANCE, ETC. REIMBURSEMENT CANNOT BE PAID WITHOUT SUCH DOCUMENTS.  
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I HEREBY CERTIFY AND AFFIRM THAT THIS TRAVEL CLAIM IS TRUE AND CORRECT IN EVERYWAY: THAT THE EXPENSES WERE ACTUALLY INCURRED BY THE UNDERSIGNED AS NECESSARY TRAVEL EXPENSES IN THE PERFORMANCE OF MY OFFICIAL DUTIES; AND THAT SAME CONFORMS IN EVERY RESPECT WITH REQUIREMENTS OF FLORIDA STATUTES.  
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List of Passengers: \_\_\_\_\_ PAYEE SIGNATURE \_\_\_\_\_

\_\_\_\_\_ JOB TITLE \_\_\_\_\_

\_\_\_\_\_ SCHOOL/OFFICE \_\_\_\_\_

Is approved leave for this trip on file in the central office? \_\_\_\_\_ Yes \_\_\_\_\_ No

APPROVED FOR PAYMENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Project Title)

Fund	Function	Object	Cost Ctr.	Project

## GENERAL INSTRUCTIONS

1. Form must be completed in its entirety.
2. All leave must have prior approval by the Superintendent or designee.
3. The supervisor or principal must approve all travel reimbursements by signature.
4. **The most economical mode of travel must be used; no reimbursement shall be made for travel between an employee's home and his/her official headquarters; and no reimbursement may be authorized for gratuities.**
5. Overnight trip expenses by officers or employees on authorized trips requiring absences overnight or in excess of 24 hours shall be reimbursed for travel and meals at the maximum rate established by Florida Statutes for public employees.

## RATE OF PER DIEM AND SUBSISTENCE

6. Travel over a period of 24 hours or more of continuous travel of less than 24 hours requiring overnight absence from official headquarters will be calculated on the basis of 6 hour cycles, beginning at midnight. Per diem shall be paid at \$34.00 for each cycle or part thereof. Maximum reimbursement shall be \$136.00 per day or a single room rate plus meal allowances.
7. No allowance shall be made for meals when travel is confined to the county. Travel for short or day trips not requiring overnight absence from official headquarters will have maximum allowances as follows:
  - Breakfast: \$7.00 - where travel begins before 6:00 A.M. and extends beyond 8:00 A.M.
  - Lunch: \$11.00 - where travel begins before noon and extends beyond 2:00 P.M.
  - Dinner: \$23.00 - where travel begins before 6:00 P.M. and extends beyond 8:00 P.M. or when travel occurs during night-time hours due to special assignment.
8. Time of return shall be exclusive of a meal break and the time in travel status shall be consistent with #5 above.
9. Travel by common carrier must be listed and substantiated by copies of tickets or other evidence of travel.
10. Mileage is reimbursable at a maximum rate of \$.625 per mile when a personal vehicle is used. Whenever possible, the official Department of Transportation Map should be used in computing mileage claims from point of origin to destination. **When two or more persons are going to the same destination, they are required to travel in the same vehicle unless circumstances, which have prior approval of the Superintendent, exist.** Otherwise mileage reimbursement will be prorated.

## OTHER TRAVEL EXPENSES

11. Incidental travel expenses which may be reimbursable include; (a) reasonable taxi fare; (b) ferry fare and bridge, road and tunnel tolls; (c) storage or parking fees; (d) telephone expenses; and (e) convention registration fees; if meals are included, per diem shall be reduced accordingly. Receipts are required to be submitted before reimbursements will be made.
12. Expense authorization and reimbursement for travel is covered by School Board Policy and by state law. The reader is encouraged to consult these sources if desiring additional information.