



PD Expense Request & Reimbursement Voucher Jamestown Public School District #1



This portion must be completed when requesting leave.

Event Title:
 Purpose/Notes:

Location:

Expenses Requested:	(Approximate)	Direct Billed	Approve	Deny	(Central Office Use)	Budget
Registration	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>		<input style="width: 80px; height: 20px;" type="text"/>
Mileage	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>		<input style="width: 80px; height: 20px;" type="text"/>
Meals	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>		<input style="width: 80px; height: 20px;" type="text"/>
Lodging	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>		<input style="width: 80px; height: 20px;" type="text"/>
Misc.	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>		<input style="width: 80px; height: 20px;" type="text"/>
Total	<input style="width: 80px; height: 20px; color: red;" type="text" value="\$0.00"/>				Approved by: <input style="width: 150px;" type="text"/>	

Save As: Last Name, First Name Initial month day (Smith, J 9.3)

This portion completed after travel.

Employee Name: Date(s) of Trip:
 Address: Same Day Travel:
 City, State, Zip: Overnight Travel:

Meals and Lodging:

- First Quarter (6 AM to 12 Noon)
(No reimbursement if travel begins after 7:00 am)
 - Second Quarter (Noon to 6 PM)
 - Third Quarter (6 PM to 12 Midnight)
 - Fourth Quarter (12 Midnight to 6:00 am)
- Mileage: Fargo \$112, Bismarck \$112, Dickinson \$224, Minot \$234

Maximum Reimbursement Amounts:

In State Travel
\$ 7.00
\$ 10.50
\$ 17.50
\$ 74.70 plus tax
\$ 0.560 per mile

Out of State Travel
20 % of GSA daily rate
GSA Daily Rate
30 % of GSA daily rate
50 % of GSA daily rate
Actual lodging expense
\$0.56 per mile up to 300 miles from state border and \$0.18 per mile thereafter.

Complete only for items needing reimbursement. Do not include items billed to JPS.

Receipts are required for reimbursement of registration, lodging, air fare and miscellaneous. Receipts are not needed for meals.

Date	Departure / Arrival Time	Travel Destination (note city to city)	Total Miles Driven	Mileage	Lodging	Breakfast	Lunch	Dinner	Air	Misc.	TOTAL
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Employee Signature: Date:
Approval for payment.
 JPS Business Depart : Date: