

POLK COUNTY SCHOOLS

Claim for OUT-OF-COUNTY Traveling Expenses

For period from:

To: _____

Date	Place Left	Place arrived	Purpose of Travel	Number of Miles	Mileage Amount	Total Mileage	Food Expenses \$36.00 per day*	Other expenses (Itemize and explain)	Total
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
					0.51	-			-
Grand Totals						-	-		-

Signature of Claimant

Position

Date

Date Paid: _____
Amount: _____
Warrant #: _____

APPROVED:

Superintendent/Supervisor

Date

NOTE: OUT-OF-COUNTY TRAVEL MUST HAVE PRIOR APPROVAL

* When attending a training session or conference and a full meal is provided, the employee should deduct the cost of those meals from the per diem for that day. The per diem allowance is \$8.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner. Reimbursement for meals on the day of departure and arrival should be requested for meals needed on those days, based upon time of arrival and departure. No expenditures for alcoholic beverages will be reimbursed.