Make sure the "Highlight Existing Fields" button is selected.
Note: The fields with red borders are required

Reset Form

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 For TN locations see next page.

Date	Maximum GSA Daily Per Diem	Breakfast	Lunch	Dinner	Incidentals	Daily Total
Departure Day						$ 0.00
Full Day 1						$ 0.00
Full Day 2						$ 0.00
Full Day 3						$ 0.00
Full Day 4						$ 0.00
Full Day 5						$ 0.00
Return Day						$ 0.00

Total Reimbursable M&IE $ 0.00

Personal vehicle mileage (round trip) _____

Other Personal Vehicle Mileage _____ Purpose for additional mileage _____
(enter zero if no additional mileage)

Total Personal Vehicle Mileage 0.00 x GSA Mileage rate of $0.575 $ 0.00

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 $ 0.00

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 1/06/2020

Oak Ridge Schools
Travel Reimbursement Request

Meals and Incidentals breakdown

M&IE Full Day						
M&IE Daily	**$55.00**	**$56.00**	**$61.00**	**$66.00**	**$71.00**	**$76.00**
Breakfast	*$13.00*	*$13.00*	*$14.00*	*$16.00*	*$17.00*	*$18.00*
Lunch	*$14.00*	*$15.00*	*$16.00*	*$17.00*	*$18.00*	*$19.00*
Dinner	*$23.00*	*$23.00*	*$26.00*	*$28.00*	*$31.00*	*$34.00*
Incidentals	*$5.00*	*$5.00*	*$5.00*	*$5.00*	*$5.00*	*$5.00*

M&IE First and Last Day						
First/Last Day Total	**$41.25**	**$42.00**	**$45.75**	**$49.50**	**$53.25**	**$57.00**
Breakfast	*$9.75*	*$9.75*	*$10.50*	*$12.00*	*$12.75*	*$13.50*
Lunch	*$10.50*	*$11.25*	*$12.00*	*$12.75*	*$13.50*	*$14.25*
Dinner	*$17.25*	*$17.25*	*$19.50*	*$21.00*	*$23.25*	*$25.50*
Incidentals	*$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

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*

Revision Date 1/06/2020