

**WASHINGTON COUNTY SCHOOL DISTRICT DOCUMENTATION FORM - PER DIEM & MILEAGE**

A copy of an official announcement, registration form or conference agenda should be attached to this form for out-of-town meetings & events.

**EMPLOYEE NAME:** \_\_\_\_\_ **TOTAL REIMBURSEMENT (MILEAGE & PER DIEM COMBINED) \$** \_\_\_\_\_

**TRAVEL REQUEST ID #** \_\_\_\_\_ **PAY REIMBURSEMENT OUT OF ACCOUNT:** \_\_\_\_\_

**MILEAGE** District cars should be used when available. Staff should carpool to the maximum extent possible. Mileage is reimbursed at \$0.40 per mile for in-district travel. For out-of-district travel, the rates are \$0.52 per mile when a district car is not available for use, and \$0.32 when a district car is available.

DATE	TRAVEL PURPOSE	MILES	STARTING LOCATION	DESTINATION

SIGNATURE (Only necessary if using the out-of-district \$0.52/mile rate. By signing here, you are verifying that no district car was available, and that multiple employees attending the same event carpooled to the maximum extent possible.) \_\_\_\_\_

TOTAL MILES X RATE = MILEAGE REIMBURSEMENT

**PER DIEM** Allowable reimbursement rates for per diem are as follows: Breakfast = \$10.00 for both in-state & out-of-state, Lunch = \$14.00 for both in-state & out-of-state, Dinner = \$19.00 in-state (\$22.00 out-of-state). An additional \$13.00 per day will be added for trips to Atlanta, Baltimore, Boston, Dallas, Los Angeles, San Diego, and Washington D.C. An additional \$23.00 per day will be added for trips to Chicago, New York, San Francisco, and Seattle.

DATE	TRAVEL PURPOSE AND LOCATION	BREAKFAST	LUNCH	DINNER	ADDITIONAL	TOTAL
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$

\$ \_\_\_\_\_  
PER DIEM REIMBURSEMENT

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		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
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\$ \_\_\_\_\_  
PER DIEM REIMBURSEMENT