



ELIZABETHTON CITY SCHOOLS-WITHOUT USING RENTAL CAR (SEE PAGE 2 FOR INSTRUCTIONS)



CLAIM FOR TRAVELING EXPENSE

Date	Place Left	Place Arrived	MILAGE			SUBSISTENCE				OTHER (# OF DAYS OF TRAVEL, ETC)		DAILY TOTAL
			# of Miles	Rate (EITHER .47 OR .15 PER MILE)	Amount of Mileage	Lodging	Breakfast \$6.00	Lunch \$12.00	Dinner \$16.00	Itemize	Explain	
		TOTAL										

Travel claim must be typed or completed in ink. Please attach applicable receipts or a written statement if a receipt is not available.

Purpose of Travel _____

Vendor Number _____ Account to Charge _____ Amount: _____

I hereby certify that this claim is true and correct:

Signature of Claimant

Date

Claimant -- Printed Name

Position

Supervisor Approval

Date

Approved for Payment:

Director of Finance

Date

Director of Schools

Date



RENTAL CAR VS. MILEAGE REIMBURSEMENT

Rental Cars should be used in order to have the protection of the insurance coverage of the school system.

If you do NOT utilize the rental car, mileage will be reimbursed based on the following:

add together these following amounts:



of days of travel x \$30.00 =

of miles traveled x \$0.15 =

Calculated Amount =

OR

of miles traveled x \$0.47

****You will be reimbursed whichever is the lesser amount of the two****

For trips under 85 miles (round trip). Reimbursement will be made at \$0.47 per mile
These calculations will be revised as the State mileage reimbursement rate changes, or if there are significant changes in gas
or rental car rates.