

TAHOMA SCHOOL DISTRICT NO. 409
TRAVEL CLAIM FOR EXPENSE FORM
For Prior Approved Conferences, Seminars and Workshops
(Attach copy of approved Travel Authorization Form)

6213F-2a Rev.09-2023

Document Number

Employee Name _____ School Building/Dept. _____

Name Key _____ Travel Dates: Depart _____ Return _____

Each employee must purchase their own items and submit their own claim form.

Reimbursement form must be submitted within 45 calendar days following the month expenses were incurred.

Reimbursement will be made on the 15th of the month following receipt in Accounts Payable. Reimbursement will be deposited via ACH to the employee bank account on file. ****Incomplete or incorrect forms will be returned and may delay processing****

PO Number / P or C

REGISTRATION (attach original receipts & copy of itinerary/agenda)

\$

TRANSPORTATION & LODGING EXPENSE (attach original receipts)

Transportation (airfare, train, or bus)

\$

Lodging

\$

Fares (taxi or shuttle)

\$

Car Rental

\$

Parking

\$

Fuel (rental car, district vehicle)

\$

TOTAL TRANSPORTATION & LODGING EXPENSE

\$

OTHER (attach original receipts; list vendor name & description/purpose of items)

\$

\$

\$

MILEAGE (personal car, attach Google Map)

ROUND TRIP

DATE	FROM	TO	MILES
TOTAL MILES			@

\$

PER DIEM ALLOWANCE (Meals & Incidentals)

- Per diem Meals & Incidentals (M&IE) rates are established by the U.S. General Services Administration. Current rates can be found online at www.gsa.gov. Employees are reimbursed from one of the established per diem rates based on their primary travel destination. The Finance Department will verify the applicable rate and calculate total per diem owed to the employee.
- For travel **involving an overnight stay**, mark **YES** in the applicable boxes for meals paid for out-of-pocket. Mark **NO** in the boxes for meals included in the conference registration costs. Per diem may **NOT** be claimed for these meals and will be deducted from the per diem allowance.
- For the first and last days of travel, employees receive 75% of the applicable per diem rate, less any meals included in conference registration costs. Per diem information for an employee's final day of travel should be placed in the **LAST DAY** column.
- For each travel claim submitted, a copy of the employee's prior approval (form 6213F) and workshop or conference agenda (with meal information) **MUST** be attached.
- For more information on district travel policies, please refer to District Policy & Procedure 6213 & 6213P.

----- FOR TRAVEL INVOLVING OVERNIGHT STAY -----							
Per diem M&IE Rate	FIRST DAY	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	LAST DAY
Breakfast							
Lunch							
Dinner							
	75%						75%
Total M&IE Rate							

\$

TOTAL REIMBURSEMENT \$

CERTIFICATION

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received on account thereof.

Claimant Signature

DATE

APPROVAL

Director/Administrator Signature

DATE

Auditing Officer Signature

DATE

ACCOUNT CODE

AMOUNT

TOTAL

INTERNAL

Bookkeeper

AP Batch Number

NOTES: