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| Safford Unified School District | | | | | | | | | | | | | | | | | | | | | | | |
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| TRAVEL REQUEST FORM | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
|  | Request | | | | |  | Reimbursement | | | | | | | | | ATTACH RECEIPTS FOR REIMBURSEMENT | | | | | | | |
| Requested Date: | | | |  | | | | | | | Traveler(s): | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Please ATTACH:   * Hotel Confirmation (including tax) * Conference registration information showing: Conference name, location, dates, times, and meals provided by conference. | | | | | | | | | | | | | | | | | | | | | | | |
| For meals, list meals for which you are eligible. For out-of-state meal rates and/or if hotel is NOT part of the conference, please see the business office for current rates. For details of travel per diem rules see Per Diem Meal Rules. | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Does the motel ACCEPT CHECKS? | | | | | | | |  | | Yes | |  | | | No | | | | | | | | |
| Motel: | | |  | | | | | | | | | | Phone: | | | | |  | | | | | |
| Address: | | |  | | | | | | | | | | City/State: | | | | |  | | | | | |
| Travel Dates: | | |  | | | | | | | | | | Confirmation # | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Attached Hotel Confirmation Total Cost (including tax): | | | | | | | | | | | | | | | | | | | | | | | **$** |
|  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | Eligible Meals | | | |  | | | $7.00 | | | | | $10.00 | | | $17.00 | | | | $34.00 Per Day | | |
| Date: | |  | | | | Day 1: | | | Breakfast | | | | | Lunch | | | Dinner | | | | Total | $ | |
| Date: | |  | | | | Day 2: | | | Breakfast | | | | | Lunch | | | Dinner | | | | Total | $ | |
| Date: | |  | | | | Day 3: | | | Breakfast | | | | | Lunch | | | Dinner | | | | Total | $ | |
| Date: | |  | | | | Day 4: | | | Breakfast | | | | | Lunch | | | Dinner | | | | Total | $ | |
| Date: | |  | | | | Day 5: | | | Breakfast | | | | | Lunch | | | Dinner | | | | Total | $ | |
| Date: | |  | | | | Day 6: | | | Breakfast | | | | | Lunch | | | Dinner | | | | Total | $ | |
|  | |  | | | |  | | |  | | | | |  | | |  | | | |  |  | |
|  | | | | | | | | | | | | | | | | | | | Total Meals: | | | **$** | |
| Mileage for personal vehicle (.44.5¢ per mile **only if pre-approved by business office)** | | | | | | | | | | | | | | | | | | | | $ | |  | |
| Special Instructions: | | | | |  | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
| **Account Codes:** *If travel payment comes from multiple accounts, each supervisor of that account must sign below.* | | | | | | | | |
| Requested By: | |  | | | | Total Cost:  (Hotel, Meals, & Mileage) | | **$** |
| Account Code(s): | |  | | | |  |  | |
| Code Supervisor(s) Signature(s): | |  | | | |  |  | |
| Director of Support Operations: | |  | | | |  | | |
|  | | | | | | | | |
| TO BE COMPLETED BY DISTRICT OFFICE: | | | | | | | | |
| Check # |  | | | Date: |  | | | |
| Revolving Account Custodian Signature: | | |  | | | | | |

Safford Unified School District

Travel Meal Rules

MEALS

Per Diem for meals is paid to travelers traveling more than 35 miles away from work location at the current rates as approved by the Auditor General’s Office. This rate sheet is available in the office or at [www.gao.state.az.us/travel.html](http://www.gao.state.az.us/travel.html)

Travel Day - The time between when the traveler leaves and returns home from the travel.

If a meal is included as part of the conference or meeting, that meal cannot be claimed for per diem. However, for food to be considered “a meal”, it must include a protein source such as meat, eggs, poultry, fish or seafood.

Full Day Allowances – The travel day must be at least 14 hours to receive 3 meals (breakfast, lunch, dinner) that are not included with the conference or meeting.

Partial Day Allowances

Breakfast – Travel must begin at least 2 hours before the beginning of traveler’s normal workday, AND that workday must be at least 10 hours.

Lunch – Travel begins before or not later than 4 hours after traveler’s normal start of workday AND traveler’s workday must be at least 8 hours.

Dinner – EITHER travel extends 2 or more hours after the end of the traveler’s normal workday AND the traveler’s workday is at least 12 hours long AND traveler is in travel status (out of the district) for at least 4 continuous hours, OR traveler leaves from duty post for overnight travel.

MOTELS

Motels not associated with a conference or meeting, are paid at the current rate as listed on the rate list, not including taxes. Please contact the business office for current rates or visit [www.gao.state.az.us/travel.html](http://www.gao.state.az.us/travel.html). Call the motel for a reservation, ask if they will take a check from the school and have them fax or mail a confirmation of dates and cost with taxes.

\*\*Attach the confirmation and a copy of the conference brochure to the Travel Request Form.

PROCESS FOR PAYMENT

Complete a Travel Request Form. A check will be issued to the traveler before the trip for meals, motel and mileage. If the motel will not accept our check, the amount will be included in the traveler’s meal check.

Receipts ARE REQUIRED for the motel, but not the meals. Receipts not returned may be charged back to the employee’s payroll.