



Internal Accounts
Internal Funds Travel Request for Expense Reimbursement / Expense Advance

Employee Name: School:

I respectfully request approval of:

- 1. Expenses from Internal Fund (Fund Name)
2. An advance for expenses of \$ for
(Advance for public transportation only unless accompanying students)
To attend at
(Describe: Clinic, Meeting, Event, etc.) (Location: City & State)
I will travel alone, with students
(List names on back) No. Course or Activity
3 with employees
(List - continue on back)

Travel Data table with columns: Travel Data, Estimated, Actual. Rows include: Time of Departure, Time of Return, Type of Transportation, Signed, Approved, Authorized.

STATEMENT OF EXPENSES: (Complete on return - - Documentation indicated in parentheses)

- 1. Transportation:
a. Public Carrier (ticket copy or stub) \$
b. Taxi, Tolls, Parking, etc. (receipt or itemized statement) \$
c. Private Vehicle: miles @ cents per mile \$
2. Per Diem: \$ x days (evidence of stay - usually hotel receipts) \$
or option of:
Hotel (receipt) \$
Meals \$ (grantee receipts if allowances issued) \$
3. Registration: (receipt or other statement) \$
Miscellaneous \$

TOTAL EXPENSES:
Less Amount Advanced: Check No. \$
Due Employee Check No. \$
or Refund due school Official Receipt No. \$

I certify that these expenses were actually incurred by me as necessary traveling expenses in the performance of my official duties and that this report is true and correct to the best of my knowledge and belief.

Signature of Employee Requesting Payment Date

(Expenses may not exceed allowances prescribed by this school for internal funds in accordance with School Board Policy and Florida Statutes. School travel expenses are exempt from Florida Sales Tax. The school employee must request the exemption when purchasing meals and/or lodging. The Florida Sales Tax Exemption number is: )

Ask the internal funds bookkeeper for full instructions.