

Morgan County Schools
Travel Expense Account Settlement-Professional Leave

Directions: Please review travel regulations on the back of this form and complete the following:

Name: _____

Employee ID Number 95800 _____

Address: _____

Work location: _____

Normal Work Hours: _____ to _____

County, personal car or
 Rode w/someone else?
 (circle one)

Date	Time <small>Depart & return</small>	Destination City/State	Purpose of trip	Miles	Cost @.67	Meals <small>attach receipts</small>	Lodging <small>attach receipt</small>	Other <small>MUST itemize</small>	TOTAL
TOTAL DUE									

I, the undersigned, do solemnly swear that the above expense account is just, accurate, and true, and is claimed for cash expended for the purpose named in this statement.

Employee Signature _____

Date _____

Submit to Accounts Payable Department.

Superintendent Approval: _____

<p>Travel Reimbursement Regulations For Professional Leave</p>
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- A. An employee seeking reimbursement for professional leave travel expenses must attach a copy of the approved Request for Professional Leave Form to the Travel Expense Account Settlement Form.
- B. All relevant information on the expense form must be completed and the following required documentation attached:
 - 1. Invoice or receipt for any lodging. Reimbursement may not exceed \$95.00 per night unless approved in advance by the superintendent/designee.
 - 2. Registration, parking, food & toll receipts must be attached.
- C. Reimbursement for meals shall be allowed only if the professional leave causes the employee to stay overnight. Reimbursement may not exceed \$35.00/day. The maximum reimbursement on the first and last calendar day of travel is \$25.00. Meals eaten in place of those included in conference registration fees or hotel reservation fees are ineligible for reimbursement.
- D. Transportation will be reimbursed consistent with the requirements of the assignment and economic efficiency. Vehicle mileage reimbursement will be based on state rate established each year by the WV Department of Administration effective each year per mile and is payable based on the lesser distance from either home or work to/from the destination.
- E. The completed Travel Expense Account Settlement Form for Professional Leave should be submitted in a timely fashion after the leave to the Accounts Payable Department.