

OAK PARK AND RIVER FOREST HIGH SCHOOL
Request for Travel Reimbursement

Pay to: _____

Address: _____ City: _____ State: _____

Zip: _____

Person or Organization

Itemized Expenditures for Professional Meetings:

Meeting Attended	Date of Meeting
Place of Meeting	
Delegate(s)	

Mileage @ current rate .485	\$
Registration Fee	\$
Meals	\$
Hotel	\$
Other (limousine, cab, etc.)	\$
Total	\$

Approved: _____

Department Head

Associate Superintendent

Account Name

Account Number

Instructions:

This form is to be used to request approval for all travel expense reimbursement.

Persons authorized to travel may drive their own cars to destinations within a 150-mile radius and be reimbursed at the current rate per mile. If for personal reasons they wish to drive their own cars beyond the 150-mile radius, they may do so and be reimbursed in an amount equivalent to the air tourist or railway coach fare between Oak Park and the final destination.

The following rules for claims shall be followed:

1. Include only "actual and necessary" expenses.
2. Report necessary airport, bus, car rental or taxicab service.
3. If accompanied by husband or wife, obtain hotel receipt for a "single" room.
4. Each employee must report expenses and obtain separate receipts.
5. All air and car rental fares must be tax exempt. Tax-exempt forms may be obtained from the Business Office.

SUBMIT ORIGINAL, DUPLICATE, AND ALL REQUESTED RECEIPTS FOR REIMBURSEMENT TO THE DEPARTMENT HEAD, WHO WILL FORWARD TO LORI CERCEO IN THE BUSINESS OFFICE.

