

Iberville Parish School Board
 58030 Plaquemine Street Plaquemine, LA 70764
 (225) 687-4341

TRAVEL EXPENSE ACCOUNT

Request for Reimbursement

The information below and the statement on the reverse side must be completely filled in by the payee prior to signature.

ACCOUNT NUMBER:

| | |
|---------------------------|--|
| Name of Employee | NOTE |
| Street Address | ± You must state what conference you attended under the purpose of travel (pg2). |
| City, State, and Zip Code | ± Receipts must be attached for hotel, parking, airline tickets, and registration. |
| | ± No meals may be charged for in-parish travel. |
| | ± ODOMETER READINGS ARE REQUIRED. (See Reverse Side.) |

EXPENSE SUMMARY

| | | | | | |
|--------------------------|--------------------------|------------------------------|-----------------------------------|----|----|
| TRANSPORTATION | Airline, etc. | \$ | TOTAL Transportation Costs | | |
| | Auto | mi. @ 50.5 cents per mile | | | \$ |
| | Incidentals (cabs, etc.) | | | | \$ |
| SUBSISTENCE | Lodging | \$ | TOTAL Subsistence Costs | \$ | |
| | Meals | \$ | | | |
| TRAVEL DATE/TIME | Start Date/Time | End Date/Time | | | |
| TOLLS AND PARKING | | | | \$ | |
| TIPS | | | | \$ | |
| OTHER EXPENSES | | | | \$ | |

| | |
|---------------------------------|-----------|
| TOTAL REIMBURSABLE COSTS | \$ |
|---------------------------------|-----------|

CERTIFICATE OF PAYEE

I certify that this expense account is complete and accurate in all respects; that the distances shown were actually and necessarily traveled on the dates specified on official business only; that the expenses charged were incurred on official business of the school board and none of the expenses have been paid by the school board; and that the full amount is justly due.

| | | |
|--------------------|-------------------|-------------------|
| Signature of Payee | Title or Position | Official Domicile |
|--------------------|-------------------|-------------------|

APPROVAL

| | | |
|-----------|-------------------|------|
| Signature | Title or Position | Date |
|-----------|-------------------|------|

