GUNNISON WATERSHED SCHOOL DISTRICT RE1J

800 N.BLVD

GUNNISON, CO 81230

**TRAVEL REIMBURSEMENT FORM**

Name Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Trip Started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Trip Ended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Trip:

Destination

School Vehicle Used\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gasoline Purchased\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If personally owned vehicle has been used and…

Government Vehicle available – number of miles driven \_\_\_\_\_\_\_\_\_\_\_\_ @0.22 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Government Vehicle NOT available – number of miles driven \_\_\_\_\_\_\_\_ @0.655 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(must include copy of Transportation Request form which denied use of Government Vehicle)**

**Other Expenses:**

Lodging\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nights @\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meals

For Per Diem Rate please go to [www.gunnisonschools.net](http://www.gunnisonschools.net) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under For Staff /Travel Reimbursement

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use a separate report for each trip.

 Approved by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account #

Calculations Checked by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated for 2023 mileage rate via IRS 170(i)

Board Policy DKC and DKC-R