



BEAVER DAM UNIFIED SCHOOL DISTRICT

Form TE-1

TRAVEL EXPENSE CLAIM FORM

See Reverse for Notes, Additional Information

Name: _____

Date: _____

Signature: _____

Other Persons in Your Party: _____

ALL claimed expenses must be supported with a detailed receipt. Taxes are not reimbursed.

LODGING Hotel Name/Location: _____

Amt/Nite: _____ No. of Nites: _____ Total Cost: _____ **\$0.00**

MEALS* Date Amount Date Amount

** Due to IRS regulations, the District does NOT reimburse for lunches for one-day trips.*

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Cost:			\$0.00

MILEAGE

<u>Date</u>	<u>Miles</u>	<u>Place</u>	<u>Purpose</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Miles:	0.00	X IRS Rate =	Total Cost: \$0.00

REGISTRATION FEES Total Cost: _____

MISCELLANEOUS

<u>Purpose</u>	<u>Amount</u>
_____	_____
_____	_____
Total Cost: \$0.00	

Authorized By: _____ **TOTAL, ALL EXPENSES: \$0.00**

Date: _____

(administrator or principal signature required)

Account Code: _____	Amount: _____
_____	Amount: _____
_____	Amount: _____



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GENERAL INFORMATION RELATING TO TRAVEL EXPENSES:

Travel expenses may be claimed for travel which has been approved IN ADVANCE by your supervising administrator

For conferences 100 or more miles away OR that are multiple-day conferences, the District will reimburse for lodging at the conference site, or a reasonable amount for lodging at another location. The IRS has determined that \$77.00 is reasonable for Wisconsin. For out of state travel, this amount is subject to adjustment.

Claims shall be limited to actual, reasonable expenses incurred during the course of travel on behalf of the Beaver Dam School District

For purposes of guidance, reasonable meal costs should not exceed:

\$ 7.00 for breakfast

\$11.00 for lunch

\$23.00 for dinner

For out of state travel, these amounts are subject to adjustment.

Reimbursement for gratuities (tips) shall not exceed 18% of the meal cost and must be documented with a receipt documenting the gratuity paid.

You may include:

- 1 Breakfast, when you are away overnight or when the schedule requires you to commence travel prior to 6:00 a.m.*
- 2 Lunch, when approved travel requires that you be away from home or normal work place during the hours of 11:00 a.m. through 1:30 p.m.* (See note below!)*
- 3 Dinner, when approved travel will result in your returning home after 7:00 p.m.*

** Note: IF your travel is only a one-day trip AND your meal is not included in the cost of the seminar, reimbursement for lunch is considered TAXABLE income. Because of the additional reporting requirement, the District will NOT reimburse for these costs.*

You may NOT include:

- 1 Any alcoholic beverage*
- 2 Any personal service or entertainment expenses*
- 3 Expenses for a spouse or other person who travels with you*
- 4 Anything other than meals, mileage, approved alternative transportation (taxi's, shuttles, etc.), lodging, and reasonable incidental expenses such as parking.*

ALL claimed expenses MUST be supported with a detailed receipt. Summary receipts (with totals only) are not acceptable and will NOT result in reimbursement.

This form may also be used to request reimbursement for properly authorized purchases of materials. In this case, complete the "Miscellaneous" section only.