

Non-Public Schools - Reimbursement of Expenses

Name:	Departure Date: _____ Time: _____
Destination:	Return Date: _____ Time: _____
Address or Location to Send Check:	
Account Code:	

Expenses

Airline Travel	\$ _____ *
Car _____ Miles X _____ Rate	\$ _____
Hotel	\$ _____ *
Meals (Including Tips)	\$ _____ **
Registration <i>Proof must be attached, even if prepaid</i>	\$ _____ *
Taxi/Shuttle/Rideshare <i>(receipts required)</i>	\$ _____ *
Parking <i>(receipts required)</i>	\$ _____ *
Other: _____	\$ _____ *
Total Expenses	\$ _____

* Receipts must be attached for these expenses

**** Claim for Reimbursement of Meals:**

Date	Breakfast	Lunch	Dinner	Tips	Total
Total for Meals					

**Submit Completed Form with
receipts attached no later than five
days after your return to :**

**CMCSS Federal Programs
Lorri.Russell@cmcass.net
c/o Lorri Russell
621 Gracey Avenue
Clarksville, TN 37040
Phone - 931.920.7821**

Signature of Claimant		Date:
Approval of Supervisor		Date:
Federal Projects Director		Date:

Regulations Governing Official Travel

Clarksville-Montgomery County Schools – Non-public Schools

AIRLINE:

To book airline flights the Non-Public Schools – Traveler's Information Form (FPC-F004) is required.

The lowest airfare rate available at the time of reservation must be used. No upgrades (Early Bird, First Class, etc.) are allowed to be reimbursed or purchased on a CMCSS Credit Card.

If the airline doesn't allow baggage to fly free, you can be reimbursed for the cost of one bag per flight. Receipt is required.

Necessary charges for parking at (or around) the Nashville Airport will be reimbursed up to \$18 per day. Valet parking is not allowed. Receipt is required for air travel.

If an employee personally chooses to fly on an earlier or later date than what is required to attend the conference, they must provide a copy of what the airfare would have been if they flew on the dates that would have normally been expected to attend the conference with the information pulled on the same day.

REIMBURSEMENT FOR USE OF AUTOMOBILE

Use of private automobile will be reimbursed at the rate of \$.585 per mile effective April 1, 2022.

If traveling by vehicle where air travel would be more economical, reimbursement will be limited to the amount of the lowest airfare. A printout showing the cost of airfare at the time of the hotel reservation or conference registration is required.

LODGING

Based on actual expenses incurred, not to include telephone charges or other extra expenses.

IMPORTANT: Receipts must be attached to the travel reimbursement form.

Lodging will not be permitted on one day trips.

If parking is charged on the hotel bill, include it in the parking cost on the Travel Reimbursement form. In the event that the hotel only offers Valet Parking, verification of this must be provided; otherwise, Valet Parking will not be reimbursed.

For lodging in Tennessee, you must obtain a tax-exempt letter before departure and use a CMCSS Credit Card.

Fees for baggage handling up to \$8.00 and equipment/promotional materials handling up to \$20.00 is allowed per hotel. Receipt required.

MEALS

Receipts for meals are not required. Meal reimbursement

for one-day trips is not covered. If meals are provided at the conference, you cannot claim the meal for reimbursement.

A meal allowance based on \$41 per day for in-state travel and \$51 per day for out-of-state travel is provided. Tips not exceeding 15% may be claimed. For fractional days in travel status, the allowance will be prorated as follows:

<u>In-State</u>		<u>Out-of-State</u>
\$7.00	Breakfast	\$9.00
\$11.00	Lunch	\$13.00
\$23.00	Dinner	\$29.00

The following time schedule shall determine eligibility for meals. Any employee at his/her official station or in Montgomery County during these times shall not be entitled to reimbursement:

Breakfast:	6:00 a.m. - 8:00 a.m.
Lunch:	11:00 a.m. - 1:30 p.m.
Dinner:	5:00 p.m. - 6:30 p.m.

For reimbursement of meals, the departure and return times must fall outside of the above time slots

MISCELLANEOUS:

Reimbursement for the following items shall be allowed. Receipts are required unless otherwise stated.

- ❖ Registration fees and other expenses for approved conferences, conventions, seminars, meetings, etc., including cost of official banquet and/or luncheons. However, no separate claims for the corresponding meals will be allowed when a banquet or luncheon is claimed.
- ❖ Reasonable taxi/ridesharing fares between airport, hotel or lodging and meeting places. Tips not exceeding 15% may be claimed. A detailed receipt is required showing travel locations, dates and amount paid. Fares that are wanted for personal reasons (shopping, exploring, etc.) are not reimbursable.
- ❖ Reasonable tolls and ferry fees, when necessary. Receipt not required.
- ❖ Telephone calls pertaining to official business provided that documentation indicating date, location, and for reimbursement justification of the call is furnished.
- ❖ Reimbursement for the following items shall not be allowed: entertainment, valet service and other personal items.

Submit Completed Forms and Documentation no later than five days after your return.