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\_\_\_\_\_

a \_\_\_\_\_ and agenda

Return Date		Time	
		Time	

\_\_\_\_\_

	Amount	
Meals (See Note below)		
Travel/Transportation		
Substitute		
<b>Total</b>		

**NOTE: An employee is eligible for meal per diem and lodging reimbursement (destination must be greater than 50 miles from the district office to qualify for lodging) only if they are in travel status, outside of the BPS boundaries. Employees must be in travel status MORE THAN 3 HOURS AND MUST HAVE PURCHASED A MEAL to qualify for any meal reimbursement. (270.6 (5 (r)6 q)12.7u)2.0.. 6 (5 (q)12.7 (5 (r)e)2 (27.)85**

Employee Signature

Date

Principal/Program Administrator

Date

Business Office

Date

Superintendent

Date

Navie LaTray

)102 62 314