

## COLUMBUS CITY SCHOOLS PROFESSIONAL LEAVE CLAIM FOR TRAVEL EXPENSE REIMBURSEMENT

*Within 30 days of your return, please return this signed form along with your receipts and copy of Purchase Order  
Accounts Payable, 270 E. State Street, Columbus, OH 43215*

### **Employee & Conference Information**

Your P.O.#		Employee Vendor #		Approval#	
Name				Your ID#	
Worksite (indicate building)					
Full Conference Name					
Conference Location (City/State)					
Actual Travel Dates				<i>&lt;--(Must correspond with dates</i>	
Dates Absent from Work				<i>&lt;--approved by Committee)</i>	

### ***Expenses Paid in Advance By Columbus City Schools***

**List Costs Below**

Airfare <i>(Air itinerary must be attached)</i>	
Lodging Expenses <i>(list dates of stay)</i>	Roommate name <i>(if applicable)</i>
Registration <i>(Proof of Attendance must reflect dates/location &amp; purposes as stated on request form)</i>	
Misc paid or reimbursed in advance <i>(please list)</i>	
<b>Total expenses paid in advance by Columbus City Schools</b>	<b>[2]</b>

### ***Expenses Paid by Employee: Itemized receipts required except for meals***

**List Costs Below**

Airfare/Baggage <i>(attached paid baggage receipt - limit one bag each way)</i>	
Lodging Expenses <i>(list dates of stay)</i>	Roommate name <i>(if applicable)</i>
Registration <i>(attach receipt showing method of payment)</i>	
Personal automobile mileage <i>(# of miles round trip x IRS current rate)</i>	
Rental Car <i>(if pre-approved) Maximum \$50/day - insurance not reimbursed</i>	
Per diem (meals, etc.) -- # of nights	at \$45.00 per night*
<i>*See Employee Travel Reimbursement Guidelines regarding meals provided as part of the conference</i>	
Incidentals: <i>(airport shuttle/taxi, conference shuttle/taxi, airport parking)</i>	
<i>Note: Itemized receipts required. Taxi receipts must be dated and show pickup &amp; destination</i>	
<b>Total expenses paid out of pocket by employee</b>	<b>[4]</b>

### ***Settlement***

**List Costs Below**

a. Maximum Reimbursement Approved by Committee - <i>attach documentation</i>	
b. Less Costs Paid in Advance by Columbus City Schools -- <i>see [2] above)</i>	
c. Maximum Reimbursement of Employee <i>(Item A minus Item B)</i>	
d. Total Expenses Paid by CCS Employee -- <i>see [4] above)</i>	
Amount Owed to Employee, if applicable: <i>(lesser of item c. or d. above)</i>	

**Employee's Signature**
**Date**

*By signing, I certify I attended the event listed above at the location shown, on the date given, and for the purposes stated. Out of pocket expenses are accurate and my claim for per diem was adjusted for meals provided by the conference*