



The School Board of Miami-Dade County, Florida
Out-of-County Travel Reimbursement Checklist
(USE OF THIS FORM IS OPTIONAL - IT IS NOT REQUIRED)

Event

- ☐ Agenda (conference, seminar, etc.)*

If no agenda provided, a memo of explanation must be included.

Mode of Travel

- ☐ Common Carrier (Airplane, bus, train)
- ☐ Invoice with itinerary (actual price paid **must** be indicated)*
 - ☐ Boarding passes (if boarding passes are missing, lost, etc. - a memo of explanation **must** be included)*
 - ☐ Two quotes must be provided if mode of travel is purchased by employee.*
- ☐ Private Vehicle
- ☐ Mileage completed using correct mileage reimbursement rate
- ☐ Car Rental
- ☐ Original receipt; and,*
 - ☐ If compact car is not used, a memo of explanation and quote of compact car **must** be included.*

Expenses

- ☐ Taxi, Tolls, Parking, Gas Receipts, etc.
- ☐ Original receipt(s) taped to 8 1/2 x 11 paper (tips or gratuities are **not** reimbursed) Taxi receipts must include to and from locations.*

Lodging

- ☐ Hotel
- ☐ Original itemized receipt (only hotel room rate and taxes will be reimbursed), other expenses (phone calls, internet use, parking) must be listed in appropriate area.*
- ☐ Travel is **out of the country** (Canada, Europe, etc.)
- ☐ Attach currency conversion from credit card bill reflecting amount paid in U.S. currency.*
- ☐ Meals (no receipts necessary - set amount paid per meal)
- ☐ If reimbursement is being claimed for meals already provided (per the Agenda) - a memo of explanation **must** be included.*

Incidentals

- ☐ Original receipts (work-related faxes, telephone calls, luggage charges, Internet Services - a memo explaining work-related requirement **must** be included)*

Registration (conference, seminar, etc.)

- ☐ "PAID" receipt, cancelled check, credit card statement. Include copy of what is included with registration fee.*
- When purchase order option is used include proof of registration, amount, and what is included as part of cost.*

Final

- ☐ Signed electronic LV6. If Superintendent's signature line prints, it must be signed. If board item and date print, include information and copy of item.*

*Reimbursement requests missing these items will be returned. Travel missing signatures will be returned. The Payroll Department shall have the authority to adjust reimbursement amount.