



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, 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.