

Morgan County Schools
Travel Expense Account Settlement-Professional Leave

Directions: Please review travel regulations on the back of this form and complete the following:

Name: _____ Social Security # _____

Address: _____ Work location: _____

Normal Work Hours: _____ to _____ County, personal car or
 Rode w/someone else?
 (circle one)

Date	Time Depart & return	Destination City/State	Purpose of trip	Miles	Cost @.575	Meals	Lodging attach receipt	Other MUST itemize	TOTAL
TOTAL DUE									

I, the undersigned, do solemnly swear that the above expense account is just, accurate, and true, and is claimed for cash expended for the purpose named in this statement.

Employee Signature _____ Date _____

State of West Virginia, County of Morgan, to Wit:
 Taken, subscribed & sworn to before me this _____ day of _____, 20____.
 My commission expires on _____.
 Notary Public Signature _____

Submit to Accounts Payable Department.

Superintendent Approval: _____

Revised 8/3/04

Travel Reimbursement Regulations
For Professional Leave

- A. An employee seeking reimbursement for professional leave travel expenses must attach a copy of the approved Request for Professional Leave Form to the Travel Expense Account Settlement Form.
- B. All relevant information on the expense form must be completed and the following required documentation attached:
1. A copy of the invoice or receipt for any lodging. Reimbursement may not exceed \$95.00 per night unless approved in advance by the superintendent/designee.
 2. Copy of any registration receipt.
 3. Copy of any parking receipts.
 4. Copy of any other expenditure receipts, except food, taxi, or tolls.
- C. The reimbursement for meals may not exceed \$35 per day. The reimbursement shall be determined as follows:
1. If the professional leave causes the employee to exceed their workday by two hours, reimbursement may be requested for either the morning or evening meal, whichever the case may be.
 2. If the professional leave causes the employee to exceed their workday by four hours, reimbursement may be requested for both the morning and evening meals.
 3. If the professional leave causes the employee to exceed their workday and stay overnight, reimbursement may be requested for the morning, noon and evening meals.
- D. Transportation will be reimbursed consistent with the requirements of the assignment and economic efficiency. Vehicle mileage reimbursement will be based on the most current IRS allowable expense per mile and is collected based on the lesser distance from either home or work to/from the destination.
- E. The completed Travel Expense Account Settlement Form for Professional Leave should be submitted in a timely fashion after the leave to the Accounts Payable Department.