

CARBON COUNTY SCHOOL DISTRICT #2

Medicine Bow Elementary, H.E.M. Jr/Sr High, Elk Mountain Elementary, Encampment, Saratoga, Hanna Elementary
 CENTRAL ADMINISTRATION OFFICE 315 N. 1ST STREET, P.O. BOX 1530, SARATOGA, WYOMING 82331 *** 307-326-5271

EMPLOYEE PER DIEM TRAVEL REPORT / CLAIM FOR TRAVEL REIMBURSEMENT

Make _____ NAME _____ Date _____
 Check _____ ADDRESS _____
 Payable to _____ CITY/ZIP _____ Vendor No. _____

Destination: _____ Purpose of Travel _____

Were you required to stay overnight? _____ yes (OVERNIGHT TRIP) AP _____ no (DAY TRIP) PR

Actual Depart Date _____ Time _____ am _____ pm Actual Return Date _____ Time _____ am _____ pm

DAY	DATE	TAXI TO AND FROM AIRPORT ONLY - attach receipt	PER DIEM (75% ON Travel departure and return dates)	LODGING ACTUAL RECEIPTS (Only if District has not paid directly)	DAILY TOTAL
SUN					
MON					
TUE					
WED					
THU					
FRI					
SAT					

PLEASE ATTACH APPROVED TRAVEL REQUEST FORM GCL-E1 and/or Conference documentation (i.e. agenda).

Claims without documentation will not be processed

TOTAL REIMBURSEMENT \$ _____

I certify, under penalty of perjury and subject to the provisions of WS 6-5-303 and its penalties, that the foregoing claim is a true and just record of necessary expenses paid by me while on official school business and for which I am legally entitled to reimbursement by CCSD#2. I do further certify that no part of the foregoing claim has been paid by CCSD#2 or any other source.

X _____
 Signature of Claimant

 Date

Administrator/Grant Manager Signature: _____

Date Paid

POST TO ACCOUNT NO.	AMOUNT

Warrant No. _____

- 1 - It is the responsibility of the traveler to read and understand Carbon County School District No 2's Travel Guidelines (DLC & DLC-R)
- 2 - All Reimbursed Day Trip travel, which is a fringe benefit to the employee, will be taxed as such and remitted to you in your monthly paycheck.
- 3 - Trips which require an overnight stay are not taxable income to the employee and payments will be issued after the monthly Board of Trustee meeting if received by the 1st Thursday of each month in the District Business Office.
- 4 - Per diem rates for the day departing and the day returning are 75% of the daily rate. (DLC-R)
- 5 - You need not submit meal receipts. Receipts for lodging and miscellaneous items must be submitted with this report.