

Oregon Council of Teachers of Mathematics

General Travel Expense Form

Use this form to request either full payment or as an advance of funds. Reimbursement is made for actual travel and living expenses. Personal expenses are not covered.

Name: _____ Date: _____
 Address: . _____
 City: _____ State: _____ Zip: _____

Purpose of Travel or Expense:

Travel: plane train bus taxi rental car (attach receipts)

Private Car:

Date of Travel	Destination From ___ to ___ Mileage	Total
		@ \$.485
		@ \$.485
		@ \$.485

Meals and lodging

Number of breakfasts	@ 7.50 (maximum)
Number of lunches	@ 7.50 (maximum)
Number of dinners	@15.00 (maximum)
Number of nights lodging (Include receipts)	@60.00 (maximum)

Other expenses...itemize (Please include receipts.)

Total amount requested _____

Board members who must travel more than 100 miles one way to attend a Board meeting may be reimbursed for one night's lodging either before or after the meeting at the rate of up to \$60 per night. Those traveling from shorter distances should use safety as a consideration when requesting reimbursement for overnight lodging.

We ask that you supply receipts for any expense over \$20 for which you seek reimbursement. Photocopies are acceptable. Unusual circumstances cannot be covered by any set of regulations. If you provide a detailed explanation we shall try to accommodate you within the limits of reason, common sense and timeliness.

Signature of Claimant: _____

FOR TREASURER'S USE ONLY

Amount Paid

Check Number

Date Paid