

**PENDLETON SCHOOL DISTRICT  
STAFF TRAVEL REIMBURSEMENT FORM**

**Trip Information**

**Documented proof of travel is REQUIRED (meeting notice, flyer, etc.)**

Your name:	
Trip destination:	
Purpose of trip:	
Meeting date:	
Departure date:	
Return date:	

**Lodging Information**

Hotel name:	
Nights of stay:	
Payment method: (Check one)--->	<input type="checkbox"/> <b>District Visa</b> <input type="checkbox"/> Purchase Order <input type="checkbox"/> District Check <input type="checkbox"/> Other (explain)
<b>NOTE: Please attach Hotel receipt.</b>	
	\$

**Travel Meal Per Diem**

Meals:	Meals are reimbursed at the current rate of ___\$16 for breakfast, ___\$19 for lunch and ___ \$28 for dinner. During your trip any meals that are offered by your hotel (continental breakfast) or your conference are not eligible for reimbursement.
	\$

**Transportation Information**

Transportation mode:	(Check one)---> <input type="checkbox"/> <b>Personal Car</b> <input type="checkbox"/> Other (explain)
	<b>Mileage needs to be verified (Google map) and attach a copy.</b>
Miles driven:	
	Current per diem rate is \$0.725 as of 01/01/2026 - rate subject to change
	\$

**Other Information**

Other Expenses:	Parking charges if applicable - will need receipt - most parking charged to rooms
(Please Describe)	
	\$

**TOTAL REIMBURSEMENT REQUESTED: \$**

	X
Date	Signature (person requesting reimbursement)

	X
Date	Signature (administrator approving reimbursement)

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