

Workshop, Conference and Mileage Report

Vehicle Request

Employee Name: _____ Date of Request: _____
 Transportation Needed: YES NO If yes, see below: _____
 Destination: _____ Reason: _____
 Vehicle Pick-up Date: _____ Time: _____
 Vehicle Est Drop-off: Date: _____ Time: _____
 Number of Riders: _____ Vehicle Available: _____
 Bldg Princ: _____ Business Office: _____ Date: _____

Conference/Workshop Request

Date of Request: _____
 Employee: _____ School: _____
 Workshop/Conf: _____ Activity Date: _____
 Purpose According to Strategic Plan: _____

Accommodations Needed: YES NO If yes, Hotel Name: _____
 Address: _____ Conf # _____
 Room Requirements: _____ Amount: _____
 Bldg Princ: _____ Business Office: _____ Date: _____

PLEASE SUBMIT REQUEST AT LEAST TWO WEEKS PRIOR TO CONFERENCE!

You will receive this form back prior to conference; please re-submit with conference/mileage receipts.

Conference Expenses

Date of Request: _____
 Employee: _____ Vendor # _____
 Building: _____ Acct # _____
 Approval: _____ Check #: _____

Quantity	Unit of Measure	Description	Price per Unit	Amount

Reminder - You must have itemized receipts. (Please see back)

Mileage (use only if driving personal vehicle to conference)

Employee: _____ Building: _____

Date	Destination	Purpose	Miles	Rate	Amount

Total Reimbursement: _____
 Account #: _____

Approval: _____

TRAVEL POLICY

Reimbursements:

Lodging	89.00	per night plus local tax, per employee
Breakfast	7.25	
Lunch	11.00	
Dinner	21.00	

Please obtain a tax exempt certificate for your hotel prior to traveling as CASD will not pay Michigan state sales tax (local sales tax is reimburseable). All overnight stays within 60 miles of Grayling must have prior approval from administration.

Incidental costs:

Parking fees (per day):

Food - Tax and tip costs are included in the above per diem rates.

Please keep itemized receipts for your meals as CASD will not give reimbursement without them.

Note - alcoholic beverages are not reimbursable and should not appear on the reimbursable receipt.

Mileage Rates - private car: \$0.51 per mile

Mileage for personal car use will not be approved if the school van or car is available for entire trip.

Vehicle Pick Up:

*Students will not be allowed to pick up vehicle keys.

*Vehicle keys will be available Monday thru Friday, 7:30am - 5:00pm.

*Vehicles will be picked up from the south side parking lot of the high school - all employees must sign their name on a sign out sheet in Central Office.

