

Grand County School District

Employee Check Request 2013-2014

Employee Name: _____

Charge to: (Acct Name) _____ Acct #: _____

Travel to: _____

For: _____

Dates: _____

Number of Meals:

Breakfast _____ @ \$10.00 _____ Lunch _____ @ \$13.00 _____ Dinner _____ @ \$16.00 _____

Total Meals \$ _____

Other: _____

Other: _____

Other: _____

Total: _____

Submitted by: _____ Date: _____

Principal=s Approval: _____

Business Administrator Approval: _____

Travel 10-660-4-1050-2500-580

District Vehicle Use: To request the use of a vehicle submit a **Request for Bus** form. Complete the top portion and send it to the District Office for signatures of approval. The form will then be forwarded to the Transportation Department for vehicle assignment. **Please allow two weeks to process the request.** If there is no District car available travelers may use private vehicles WITH approval from the Business Administrator or designee. Reimbursement for a private vehicle will be at the rate of 38 cents per mile or 56 cents per mile if a district vehicle is not available to the employee.

Note: Hotel goes on purchase order. Please DO NOT put hotel on check request!

Overnight Accommodations: It is the employee=s responsibility to arrange for overnight accommodations. Be sure to request the *Astate rate@* or *Acommercial rate@*. If the hotel/motel will direct bill GCSD you are done. If not, as soon as possible. YOU WILL NEED TO FILL OUT a PURCHASE ORDER, and then contact the District Office to arrange for a check to take with you.

If you have any questions please call the District Office (435-259-5317).

R25. Administrative Services, Finance.
R25-7-6. Reimbursement for Meals.

TABLE 1

In-State Travel Meal Allowances

| Meals | Rate |
|-----------|---------|
| Breakfast | \$10.00 |
| Lunch | \$13.00 |
| Dinner | \$16.00 |
| Total | \$39.00 |

TABLE 2

Out-of-State Travel Meal Allowances

| Meals | Rate |
|-----------|---------|
| Breakfast | \$10.00 |
| Lunch | \$14.00 |
| Dinner | \$22.00 |
| Total | \$46.00 |

The Day Travel Begins

| 1st Quarter a.m. 12:00-5:59 *B, L, D In-State \$39.00 Out-of-State \$46.00 *B=Breakfast, | 2nd Quarter a.m. 6:00-11:59 *L, D \$29.00 \$36.00 L=Lunch, | 3rd Quarter p.m. 12:00-5:59 *D \$16.00 \$22.00 D=Dinner | 4th Quarter p.m. 6:00-11:59 *no meals \$0 \$0 |
|--|--|---|--|
|--|--|---|--|

- (i) Complimentary meals of a hotel, motel, and/or association and meals included in the registration cost are deducted from the total daily meal allowance.
- (c) The day the travel ends. The meal reimbursement the traveler is entitled to is determined by the time of day the traveler returns to their home base, as illustrated in the following table.

TABLE 4

The Day Travel Ends

| 1st Quarter a.m. 12:00-5:59 *no meals In-State \$0 Out-of-State \$0 *B=Breakfast, | 2nd Quarter a.m. 6:00-11:59 *B \$10.00 \$10.00 L=Lunch, | 3rd Quarter p.m. 12:00-6:59 *B, L \$22.00 \$24.00 D=Dinner | 4th Quarter p.m. 7:00-11:59 *B, L, D \$39.00 \$46.00 |
|---|---|--|---|
|---|---|--|---|

Reimbursement for Transportation.

- (3) Travelers may use private vehicles with approval from the Business Administrator or designee.
- (b) Reimbursement for a private vehicle will be at the rate of 38 cents per mile or 56 cents per mile if a district vehicle is not available to the employee.