



TRAVEL PRE-AUTHORIZATION / RECONCILIATION

Name: _____ School/Dept. : _____

Reason for Travel: _____ Destination: _____

PRE-AUTHORIZATION					RECONCILIATION		
	TRAVEL START	MEETING START	MEETING END	TRAVEL END	ACTUAL TRAVEL START	ACTUAL TRAVEL END	
DATE							
TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
ESTIMATED COSTS					ACTUAL COSTS		
					MCPS	EMPLOYEE	
AIRFARE (Incl. travel agency fees)							
Airline Name: _____							
<input type="checkbox"/> Travel Agent Used							
					a.	\$	
					\$	<input type="checkbox"/> Rental Car / Van	
VEHICLE					b.	\$	
<input type="checkbox"/> County Car					Estimated mileage _____ @ .700¢ per mile		
					Actual mileage of _____ miles.		
LODGING (Incl. all taxes/fees)					c.	\$	
Other Individual(s) Sharing Room: _____					No. of nights _____		
					Hotel Name: _____		
REGISTRATION FEE					\$	<input type="checkbox"/> Requisition / P.O.	
					\$	<input type="checkbox"/> Paid by Employee	
BOOKS / MATERIALS PURCHASED AT CONFERENCE (Maximum)					d.	\$	
MEALS (Deduct for meals incl. In registration)					e.	\$	
					(Includes gratuity)		
GAS FOR RENTAL CAR					f.	\$	
PARKING, TOLLS, TAX, TIPS					g.	\$	
TOTAL EXPENSES FOR THIS TRIP					\$	\$	
CONTROL # (to be issued at Central Office)							
FUNDING SOURCE(S)/ACCOUNT NUMBER(S)				AMOUNT		TOTAL ACTUAL COSTS	
				\$		\$	\$
				\$		\$	\$
APPROVAL SIGNATURES					DATE		
EMPLOYEE:							
PRINCIPAL:					*		
SUPERVISOR:					*		
SUPERINTENDENT:					*		
					Initials required by principal/ supervisor/superintendent when reconciliation is higher than pre-authorization.		
					<u>INITIALS</u>	<u>DATE</u>	

Changes to estimated costs in excess of 10% require re-approval

***Must be approved
prior to travel date.**

**Attach receipts for all requested
reimbursements (except tips).**