PINELLAS COUNTY SCHOOLS OUT OF COUNTY TRAVEL AUTHORIZATION AND CLAIM FORM

(Last 5 digits of Soc. Security #)

	Type or print CLEARLY in ink	Submitting in blue ink reduces	possibility of duplicate payment.
١.	Type of brint CLEARLY in ink.	Submitting in blue link reduces	bossibility of dublicate payment.

- 2. Complete entire form prior to submittal, INCLUDING REQUIRED SIGNATURES (payee, supervisor and expense authorizer).
- 3. Include office phone number where requested below.

FULL NAM	ИЕ:(FIRS	T) ((M.I.) (L	(Use	your name and	address as the	y appear on you	ır payroll check.)	
HOME AD	DRESS:								
CITY:			_ZIP:		OFFICE/SCH	OOL (HOME E	BASE):		
		F TRAVEL (mar							
								HROUGH:	
	(City and State							
				oleted <i>(includi</i>	-				
				am/pm					
							_Time	am/pm	
	SECT	ION A ONLY (pe IONS B AND C (meals and lodg	ing - lodging re	eceipt required)			OBJ
PLEASE R	REFER TO ACCO	UNTING'S INTRA					•		•
A. PER I	DIEM	No.	of Days	@	\$		= \$		0332
(Do no * Obje	ot request reimbu ct 0334 shall onl	Lunch - trave Dinner - trave fast@ ursement for mea y be used for No include an overr	el must begin Lunch als included in r n-School Board	before 6 p.m _@ Di egistration fee.	n. and extend nner@ _)	<u>beyond</u> 8 p. TOTA	m. LL MEALS \$		0332 0334
		Please attach originate Please attach originate Please attach or in Please Please attach or in Please Please attach or in Plea				ber, indicate fa	amily.		
NAME	S OF THOSE SI	HARING ROOM				L	ODGING \$		0332
D. TOTAL	L MILEAGE (inc	lude copy of Ma	apquest)		@		= \$_		0332
E. REGIS		not request reim							0333
		EXPENSES (Lis				•	e tickets, etc.)		
		. \$			\$		\$_		0332
official dut lodging incli correct in a It is further mileage rat automobile PAYEE SIG Pursuant to was on office	ies; attendance at uded in a conference very material matt understood that the e for expenses assinsurance deductible NATURE Discourse Section 112.061 cial business of the	oove expenses were a conference or a e or convention regi er and same confo e Board is prohibite cociated with the ov e and coverage cost (3) (a), Florida Sta School Board of Pir	convention was of istration fee have to rms in every rest, d by Florida Statu vnership, mainten s. tutes, I hereby ce nellas County and	directly related to been deducted from ect with the requites from providing ance and operation rtify or affirm that was performed for	o official duties m this travel claim the travel claim irements of Sect grany reimbursem on of a privately of the best of m or the purpose sta	of the agency; ; ; and that this chair a claim 112.061, Flo ent in addition to owned motor very Date: by knowledge the ted above:	any meals or aim is true and rida Statutes. the standard nicle including	COTAL REIMBU	
IMMEDIATE	E SUPERVISOR SIC	GNATURE:				Date:	Pr	none:	
EXPENSE A	AUTHORIZER SIGN	IATURE:				Date:	Pr	none:	
REFERENC LINE	CE FUND	GENERAL LEDGER	FUNCTION	OBJECT	COST CENTER	PROJECT	SUB PROJECT	PROGRAM	PAYMENT AMOUNT
				0332					
				0333					

TO AVOID DELAY IN PAYMENT, PLEASE VERIFY FUND AVAILABILITY BEFORE SUBMITTING TO ACCOUNTING.

0334

MILEAGE

TRAVEL OUTSIDE COUNTY

Travel outside county is travel that is made from point of origin to the point of destination and return. All mileage will come from "Mapquest.com"

DATE	FROM	то	MILES
		TOTAL TRAVEL OUTSIDE COUNTY	

AIRPORT TRAVEL

Airport travel is travel to and from an airport in a private automobile. All mileage will come from "Mapquest.com"

DATE	FROM	то	MILES

TOTAL AIRPORT MILEAGE	
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VICINITY TRAVEL

Vicinity travel is travel that is made in conjunction with the out-of-county trip **after** the destination has been reached. EXAMPLE: The traveler drives from the hotel (destination) to the meeting site. **This does NOT include trips for meals**. List dates, names of site(s) visited, mileage from point of origin to point of destination for documentation of the travel. Mileage is measured by traveler. Round mileage to the nearest whole mile. Add the number of miles; place the total in the appropriate space below and carry the total to the reverse side.

DATE	FROM	ТО	MILES
		TOTAL VICINITY TRAVEL	
		TOTAL MILEAGE = D	