

DUVAL COUNTY PUBLIC SCHOOLS

Travel Expend

diture Statement	DOC#
ry or Out of State	

For Accounts Payable Use Only

Out of County or O

AUTHORIZATION TO TRAVEL:					Da	te:			PIN			
Name (Print) :							Title:					
Destination (Print City and State) :												
Purpose / Benefit to DCPS :												
Date(s) of Travel: From												
Mode of Travel	ode of Travel : Comp-rode with (if applicable) :											
Approved By:												
Print Name	rint Name Contact Number											
Items charged to Pcard or prepaid : Registration Rental Car via Avis Voucher Hotel Air												
Name of cardholder whose Pcard was used for items checked												
See AP Website for current mileage rates												
at www.duvalschools.org* REQUEST FOR REIMBURSEMENT OF OUT OF COUNTY TRAVEL EXPENDITURES AS FOLLOWS (Complete Post Travel)												
REQUES	OI FOR REII	MIBORSEMENT OF OUT	OF COUNT I	INAVELE	APEND	II OKE.	J AJ FU	LLOW	3 (Complete P	ost Havel)		
Date		avel Performed of Origin to Destination			ed Per (Meals)) Mile	uto eage	Lodging and Incidental Expenditures				
							Clai	med	Amount \$	Туре		
			Current M	lileage Rat	te		Total		Total Miles	GRAND TOTAL		
from the last day of travel. Travel received after the deadline will not be accepted and will result in non reimbursement of the employee.												
I hereby certify or affirm that this travel claim is true an correct in every material matter, that the expenditures were actually incurred by the undersigned as necessary travel expenditures in the performance of my official duties; and that same conforms in every respect with the requirements of Chapter 106, Part 7, of the Municipal Code of the City of Jacksonville and/or Duval County Public Schools. By signing this agreement, I acknowledge that I will be receiving my reimbursements electronically into my financial account of record. If I am not entitled to funds deposited in my account, I authorize the reversal of these funds.												
I authorize the Duval County School Board to deduct from my future payroll or subsequent travel entitlement, an amount equal to any purchases I make with the Duval County Purchasing Card that are not allowable, including sales tax Payee's Signature Phone Number												
and parking fees.	-			Commitr		This area Funct		•	ed prior to travel ost Center	<u> </u>		
Vendor Number Invoice Numbe			Item		Ar			Center & Fund)	Amount			