

**New Albany School District  
Travel Reimbursement Form**

**Date(s) Traveled** \_\_\_\_\_

**Purpose** \_\_\_\_\_  
Must attach name badge and program/itinerary. Attach a schedule for athletic admin duty.

**Location** \_\_\_\_\_

**Automobile Transportation**

Total miles driven \_\_\_\_\_ x 65.5 cents per mile \$ \_\_\_\_\_

**Air Transportation**

Attach two quotes and copy of airline tickets. \$ \_\_\_\_\_

**Hotel Expense**

Attach receipt, deducting any incidentals and MS sales tax. \$ \_\_\_\_\_

**Meals**

\$7.00 Breakfast x \_\_\_\_\_  
\$14.00 Lunch x \_\_\_\_\_  
\$25.00 Dinner x \_\_\_\_\_ \$ \_\_\_\_\_

Receipts not needed. Meals provided as part of conference etc. are not eligible for reimbursement. "Receptions" are not considered meals.

**Registration Fee**

Attach confirmation of charges and receipt unless paid by district. \$ \_\_\_\_\_

**Other Expenses**

Attach receipts. Deduct Mississippi sales tax. \$ \_\_\_\_\_

**Total Requested Reimbursement** \$ \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Signature of Person Requesting Reimbursement Date

\_\_\_\_\_  
Signature of Person Approving Reimbursement Date

\_\_\_\_\_  
Signature of Superintendent Date

**NOTES:**

Meal reimbursement is allowed ONLY when an overnight stay is required.  
\$.655 per mile is effective beginning January 6 ,2023 in accordance with policy DJD.  
\$46.00 per day meal reimbursement is effective for travel beginning January 12, 2021.  
\*\$51.00 per day allotted in Biloxi and Starkville.