

Southern Regional Education Board
592 10th Street, N.W. • Atlanta, GA 30318-5776
Travel Reimbursement - Non-SREB Staff

Attn: Veda Overton-Houston

ALL REQUEST FOR TRAVEL REIMBURSEMENT MUST BE SUBMITTED NO LATER THAN DECEMBER 1, 2018

Name: _____ Date: _____ Reg. ID# _____

Address to which check should be sent: _____

Date(s) of Trip: Oct. 25 -28, 2018 Purpose: The Institute on Teaching & Mentoring

City & State, or Site Name and Location: Crystal Gateway Marriott , Arlington, Virginia

Transportation: Specify points of departure and arrival, and means of transportation. Please use tourist air accommodations when available. Attach original flight coupon, not photocopy as receipt. Travel by privately owned automobile will be reimbursed at .51¢ per mile, not to exceed the cost of coach air fare. Use of rental car permissible only under prior arrangements with SREB staff. Travel insurance is not allowable.

Departure City: _____ Arrival City: Arlington, VA

Means of Transportation: _____ To Be Reimbursed: _____ Prepaid by SREB: _____

Actual Miles: _____ @ .51 Cents Per Mile _____

Airfare, Including Booking Fee (Attach Coupon / Itinerary) _____

Lodging: Attach original receipts excluding personal charges: _____

Automobile Rental: Attach original receipt. _____

Other Travel Costs: Indicate expenditures for each day in categories below.

Date	Meals: Not on hotel bill (including waiters' tips)	Taxis, Limousines & Parking	Other			
	\$	\$	\$	=	_____	_____
	\$	\$	\$	=	_____	_____
	\$	\$	\$	=	_____	_____
	\$	\$	\$	=	_____	_____
	\$	\$	\$	=	_____	_____

Negotiated Consultant Fee: _____

Explanation of other items: _____

NOTE: All expenditures must be supported by original receipts and attached to this form. Total _____ Total Reimbursement _____

Personal Signature: _____

For SREB Use Only

Approved for Payment: _____
Supervisor _____ Project to be Charged: _____
Director _____

For Office Use Only

FUND	GRANT YR	GL	DEPT	ACTIVITY	STATES	SCHOOL	STUDENT	CONF&WKSH	DR

Document No: _____ Session ID: _____