KNOX COUNTY/KNOX COUNTY SCHOOLS
Travel Expense Reimbursement/Summary
OUT OF TOWN TRAVEL

KCS — KNOX COUNTY SCHOOLS

Preauthorized Labels/Numbers go here

Trip/Check Req #

See Instructions page for assistance

SCHOOL CONTACT 865-594-1675

Traveler's Name _____

Address _____

Address _____

City/St/ZIP _____

Vendor # _____

Exceptions Approval		
	Date	Initials
Rental Car Authorized	____/____/____	_____
Higher Lodging Authorized	____/____/____	_____
Exception Approved	____/____/____	_____
Type of Exp.		

I am authorizing an expense not normally allowed by policy. Executive Level Signature: _____

I am aware I am being reimbursed less than total cost of trip/allowed amount. Traveler Initials: _____

Department _____

Destination **City**/**State** _____

Departure **Date:** _____ **Time:** _____

Return **Date:** _____ **Time:** _____

ONLY ENTER **Split** $ Amounts	Charge to:	
	Org Code (8 digits) *x-xxxxx-xx*	**Obj Code (6 digits)** *xxxxxx*

Purpose of travel: _____

Trip Expenses	Vendor (if prepaid)	Total Expense	Prepaid By	Prepaid Amt	Reimb. Owed
Registration					
Airline/Bus/Train					
Lodging					
Meals	N/A				
Other Transport	See Detail Page 2				
Other	See Detail Page 2				
Total Single Trip Cost: $					

** Amounts entered on Expense Detail page will automatically carry over to grayed areas in this section*

Expenses paid for other travelers (from bottom section of Expense Detail page):

Total Reimbursement Due:

OR

Total Local Reimbursement Due:

Date: _____ Requestor: _____

Date: _____ Authorized: _____

BO-134B (1/25)

Mileage Trip Log
For Local Travel -or- Personal Vehicle in Out of Town Travel

DATE	DESTINATION / PURPOSE	ODOMETER START	ODOMETER STOP	MILES	RATE x MILES	PARKING, TOLLS/ETC	TOTAL
Current Mileage Rate: $0.70			**TOTALS:**				

Travel Detail Breakdown

	Day 1	Day 2	Day 3	Day 4	Day 5	All Other	TOTAL
Registration							
Airline/Bus/Train							
Lodging							
Meals							
Baggage							
Taxi/Shuttle/Rental Car							
Parking/Gas/POV Mileage							
Business Expense (Explain Below)							
Other Expense (Explain Below)							
						TOTAL:	$

Detail OTHER and BUSINESS expense: _____

_____

_____

Payments Made For Other Travelers

Trip Number (S#)	Amount	Type of Exp Paid for Them
TOTAL: $ -		

Mileage Trip Log

For Local Travel -or- Personal Vehicle in Out of Town Travel

DATE	DESTINATION / PURPOSE	ODOMETER START	ODOMETER STOP	MILES	RATE x MILES	PARKING, TOLLS/ETC	TOTAL
Current Mileage Rate: $0.70			**TOTALS:**				

Travel Detail Breakdown

	Day 1	Day 2	Day 3	Day 4	Day 5	All Other	TOTAL
Registration							-
Airline/Bus/Train							-
Lodging							-
Meals							-
Baggage							-
Taxi/Shuttle/Rental Car							-
Parking/Gas/POV Mileage							-
Business Expense (Explain Below)							-
Other Expense (Explain Below)							-
						TOTAL:	$ -

Detail OTHER and BUSINESS expense: _____

_____

_____

Payments Made For Other Travelers

Trip Number (S#)	Amount	Type of Exp Paid for Them
TOTAL: $ -		

Travel Form Instructions:

Field Descriptions:

PAGE 1 : General Information

Name:	First and Last With Initial
Vendor Number:	Leave blank if not known
Authorizations:	Some expenses must be pre-approved. Exeptional expenses must be listed. (i.e. Food for Non-employees, Extra Day Travel, Equipment Rental)
Policy Exception:	Under extraordinary circumstances, an elected/appointed official can approve a policy exception
Partial Reimb.:	Employees should initial if they are accepting partial reimbursement
Destination:	City/State and particular school or office if applicable
Time out/return:	Refers to actual 'time away from house/duty station' not the event itself (includes travel time)
Charge to:	Use the first line only unless you are splitting charges, If you are splitting charges, include amount per code
Purpose:	Name of Activity and type of travel (Workshop, Meeting, Conference, Training, etc)

PAGE 1: Trip Grid

Trip Grid:	Summary of charges from page 2. Note the name of vendor is requested for major expenses. Amounts prepaid or paid by other persons are subtracted in the "reimb owed" column.
Other Transport:	From Page 2: Total of Tax/Shuttle/Rental Car/Parking/Gas/POV Mileage.
Other :	From Page 2: Total of Business Expense (Copies, Equipment, rental, etc.) and Other Expense (Anything allowed not detailed in other sections on Page 2 (i.e.: tips for luggage handling, mandatory valet services, entrance fees to an event you had to attend)
Total Single Trip:	This is the total of YOUR expenses, even if prepaid or paid by someone else, for this trip.

PAGE 1: Expenses Paid for Other Travellers

Expenses paid for Other Travellers	Total from page 2: These are charges you made for someone else's trip but that are due back to you. (ex.put on your credit card)

PAGE 1: Expenses Paid for Local Travel Only

Local Travel Only:	Do not use this line for out of town travel. Include total from Mileage Trip Log on Page 2 for Local Travel only.

PAGE 2 - Mileage Trip Log

Destination/Purpose	Can be an address, a building name, or a brief description (ex. survey potholes, Alcoa Hwy). If you travel to multiple locations in one day you must include each stop.
Odometer	Odometer or trip meter reading, or you can put in "Googlemaps" "mapquest" etc if calculated by device
Rate * miles	Normally the IRS business travel rate as published times the miles driven, less if agreed upon, NOT more
Parking tolls etc	Other expenses related to driving your PERSONAL vehicle. Not maintenance cost (oil, repairs) or tickets.
Date	Daily mileage (in town) should be turned in approximately monthly. Attach a second 'sheet 2' if needed. All mileage for current fiscal year MUST be turned in by August 15 of the fiscal year in order to be reimbursed.

PAGE 2 - Travel Detail Breakdown

Registration	List the total cost of registration and tickets in the first column "Day 1"
Airline/Bus/Train	List the total cost of registration and tickets in the first column "Day 1"
Lodging/Meals	Enter by Day in the appropriate columns. Use a second sheet if necessary. (i.e.: a trip lasting longer than 5 days).
Baggage	Refers to surcharge charged by airlines. List the total cost in the first column "Day 1". Do not include any tips paid here.
Meals	Either 66% of the per diem or 100% of the per diem as listed in the CONUS rate table (see travel reg)
Taxi/Shuttle/Rental	Additional transport costs beyond your bus/plane/train ticket
Parking/Gas/POV	If you drive your personal vehicle, you are entitled to mileage, parking and tolls going to and from the airport. Use the grid at the top of the page for mileage and include the totals from the grid here on this parking/gas/pov line. If you drive a county or rental vehicle, actual fuel receipts go here but should not be included on the Mileage trip log above."Do not include any Local Travel reimbursements on this line."
*Business Expenses	Include any NECESSARY expenses related to the PURPOSE of your travel. It may include equipment rented to be used for presentations, copies made, a book you had to buy for your training, etc.
*Other Expense	Anything allowed not detailed in the above lines. Tips for luggage handling, mandatory valet services, entrance fees to an event you had to attend, etc.
Detail Business and Other Expenses	Provide detail for Business Expenses and Other Expenses listed as such in the Travel Detail Breakdown.

PAGE 2 - Payments Made for Other Travelers:

Payments made for Other Travelers:	If you pay for expenses of other travellers you need to list the information here. You will need to obtain the trip number ("S" number) for each individual and list here. List the amount and type of expense you paid for them. Each item should be listed separately (hotel, airline, etc)
Totals:	The totals from this sheet are transferred to sheet 1 by formula if you complete in excel.