

Doniphan R-I School District

Employee Travel Expense Reimbursement Form

Employee Name: _____	Building: _____
Purpose of Trip: _____	Rider(s): _____
Location of Meeting: _____	_____
Distance from Doniphan: _____	_____
Driver: _____	_____

Employees will NOT be reimbursed if detailed meal receipts are not attached. Expense voucher must be approved and turned in within 30 days after trip to be reimbursed.

Day of Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Date (MM/Day/Yr)								
Mileage .55 per mile 10 miles per night allowed for reimb. of overnight trips								
Hotel (See page 22 of Personnel Handbook)								
Meals - See Below								
Tips 15% Max Per Meal								
* Miscellaneous								
Total Expenses								

* Miscellaneous Explanation: _____

Employee Signature: _____

Date: _____

Funding Source and Approval

For PDC Funding - Route to Ashley DeBerry at Superintendent's Office

PDC Sponsor Signature: _____

Date: _____

For Building Funding - Route to Your Immediate Supervisor

Building Administrator Signature: _____

Date: _____

For Federal Programs Funding - Route to Chera Dean at the Pre K Building

Federal Programs Director Signature: _____

Date: _____

Meal Reimbursement Policy:

When attending a conference or workshop, meals may be reimbursed. When meals are included in the conference registration fee, reimbursement will not be allowed. Alcoholic drinks are non-reimbursable expenses. Per individual, meals will be reimbursed using the following criteria:

* 3 meals should not exceed \$50.00 a day * 2 meals should not exceed \$35.00 a day * 1 meal should not exceed \$20.00 a day



**Doniphan R-I School District
Mileage and Drive Time Chart
2022-2023**

Please use this mileage/drive time chart for the distance and/or drive time from Doniphan when:

- using the travel voucher form
 - Out of district mileage is reimbursed at 55 cents per mile.
 - An extra 10 miles per day will be allowed for overnight trips.
- coaches, club sponsors, etc. who receive an extra duty stipend are completing a trip sheet
- Drive time is a 4 hour minimum for all trips.
- Drive times listed reflect a *round trip* from Doniphan.

Location	Mileage <i>One Way</i>	Drive Time <i>Round Trip</i>	Location	Mileage <i>One Way</i>	Drive Time <i>Round Trip</i>
Alton	45	4 hrs	Naylor	15	4 hrs
Ashland	220	8 hrs	Neelyville	25	4 hrs
Bloomfield	65	4 hrs	New Madrid	100	4 hrs
Bonne Terre	125	4 hrs	Osage Beach	215	8 hrs
Branson	215	7 hrs	Piedmont	55	4 hrs
Broseley	45	4 hrs	Poplar Bluff	35	4 hrs
Cabool	115	4 hrs	Portageville	80	4 hrs
Campbell	55	4 hrs	Puxico	60	4 hrs
Cape Girardeau	115	4 hrs	Qulin	40	4 hrs
Centerville	70	4 hrs	Rolla	140	6 hrs
Charleston	95	4 hrs	Salem	115	6 hrs
Columbia	235	8 hrs	Sedalia	260	8 hrs
Dexter	60	4 hrs	Sikeston	80	4 hrs
Elsinore	30	4 hrs	Springfield	190	6 hrs
Farmington	110	4 hrs	St. Louis	180	7 hrs
Fredericktown	95	4 hrs	Van Buren	45	4 hrs
Fulton	225	8 hrs	Warrensburg	310	10 hrs



Greenville	60	4 hrs	Warrenton	225	7 hrs
Hannibal	285	10 hrs	Waynesville	175	6 hrs
Hayti	85	4 hrs	West Plains	70	4 hrs
Higginsville	330	11 hrs	Willow Springs	100	4 hrs
Hillsboro	150	5 hrs	Winona	65	4 hrs
Holcomb	60	4 hrs	Cherokee Village, AR	70	4 hrs
Ironton	100	4 hrs	Eureka Springs, AR	195	6 hrs
Jackson	125	4 hrs	Jonesboro, AR	75	4 hrs
Jefferson City	200	8 hrs	Memphis, TN	140	5 hrs
Kansas City	355	12 hrs	Nashville, TN	285	9 hrs
Kennett	70	4 hrs	Paducah, KY	145	6 hrs
Malden	55	4 hrs	Pocahontas, AR	35	4 hrs
Marble Hill	90	4 hrs	Paragould, AR	60	4 hrs
Mountain View	90	4 hrs			