

Please note that our agency is required to pay no more for travel expenses that is allowed for state employees, using Finance and Administration rules. The most current state regulations follow this page and may also be found on the state web page. When the term “state sponsored” is used the meaning for us would be “agency sponsored” indicating that the program paid the fee for participation. Careful attention is needed for travel and time claims related to travel that begins or ends at home or involves no return to the workstation. The travel claim must have sufficient detail to prove that employees are not being paid for commuting miles to and from home. An optional form is also available to help document special situations. A long distance travel form is also found in the forms manual. All travel involving training must be approved by the training manager, so all mileage claims should be directed to the Head Start office. They are due with time sheets, and will be processed after the payroll. The time sheet should have sufficient detail to support the travel claim.

**TRAVEL REQUEST APPROVAL
OR
ADVANCE REQUEST***

* Travel advances will be approved only in extraordinary circumstances and for not less than \$100 or more than 80% of the trip costs.

Name: _____ Workstation: _____

Purpose of Trip/Session being attended: _____

Destination: _____ Date(s) of trip: _____

EXPENSE REQUESTS:

Mileage: _____ Miles @ \$.32/per mile = _____

Accommodations: Hotel: _____

Address: _____ Phone: _____

Is check needed for hotel? Yes No Provide detail: _____

Number of nights: _____ rate per night = _____

Reimbursement may be made for an occasional meal for employees on one-day status working beyond their workday who may leave home before 6 a.m. or do not return home until after 7 p.m. This chart may also be used for deduction from the daily rates when meals are provided by conference fees. Use this chart to determine individual rates only in these situations.

<u>Per Diem =</u>	<u>\$30</u>	<u>or</u>	<u>\$34</u>	<u>or</u>	<u>\$38</u>	<u>or</u>	<u>\$42</u>	<u># of meals</u>	<u>X</u>	<u>applicable amount</u>
Breakfast	\$6		\$7		\$8		\$9		X	=
Lunch	\$8		\$9		\$10		\$11		X	=
Dinner	\$14		\$16		\$18		\$20		X	=
(Incidentals)	\$2		\$2		\$2		\$2		X	=
Total										_____

Per diem amounts (M & I) change annually. In Tennessee, the M & I rate is \$30, maximum hotel (non-event hotel) expense varies from \$50 - \$70. Per diem amounts (M & I) in Atlanta, Ga are \$42. Parital 3/4 rate is claimed for arrival and departure days. Out of state rates are federal rates.

Other: _____

Total Amount of Request: _____

I understand that advances are limited by agency policy and are fully recoverable.

Employee's Signature

Date

L vdm Adm20 Rev 12/03

SEQUATCHIE VALLEY HEAD START LONG DISTANCE TRAVEL FORM

Employee Name: _____

Purpose of Travel: _____

Workstation: _____

Date	Daily Itinerary		Lodging \$	Meals & Incidentals	Transportation		Amount \$	Other Expenses	
	Depart	Arrive			Mileage Start/End Etc.	Amount \$		Description	Amount \$
	Place								
	Time								
	Place								
	Time								
	Place								
	Time								
	Place								
	Time								
	Place								
	Time								
Column Totals:									

INSTRUCTIONS: Use for overnight or long distance travel only. Use one line for each day that you are traveling. Hotel, parking and "other" receipts must be attached to this form. If attending a conference, attach a copy of agenda indicating location. To claim M & I (meals & incidentals), travel must begin or end between 6 a.m. and 7 p.m., partial payments (3/4) for arriving and departing days. Deductions may be made if meals are paid for by conference fees; note vendor M & I.

Total Expenses: _____
Less Advance: _____
Balance Due:

Employee Signature

Supervisor Signature

Date

Date

OFFICE USE ONLY

Verification of receipt of training form in office by: _____ Acct #: _____