

HARNEY EDUCATION SERVICE DISTRICT REGION XVII

PO Box 460 - 779 West Fillmore
Burns, Oregon 97720

Travel Expense Detail Sheet

Reimbursement will not be made without receipts. Requests for Tuition Reimbursement must be accompanied by name of school, name and number of course and transcript of completed credits. All blue areas are editable.

Employee Name:

Date Submitted:

Date	Departure Time	Return Time	Charge Account Description	Charge Account	Destination/Description/ Comments	Perdiem	Breakfast	Lunch	Dinner	Lodging	Miles	Mileage	Total
												0.00	\$0.00
												0.00	\$0.00
												0.00	\$0.00
												0.00	\$0.00
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												0.00	\$0.00
												0.00	\$0.00
													\$0.00

Perdiem rates: Breakfast \$13.00 Lunch \$15.00 Dinner \$26.00 or \$59.00 per day

Federal Mileage Rate 0.7

Please note: Perdiem will **not** be paid if any meals are provided at hotel and/or conference ie: continental breakfast, conference lunch, etc.....

Perdiem for breakfast: Leave before 6:00 a.m.; for dinner, home after 7:00 p.m. on travel days

Updated 1/6/2025

The above is a true statement of the expenses incurred by me in the performance of my duties as an employee of the Harney ESD.

Employee's Signature _____ Supervisor's Signature _____

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For Business Office Use Only

Fund# _____ \$ _____
 Fund# _____ \$ _____
 Fund# _____ \$ _____