# HARNEY EDUCATION SERVICE DISTRICT REGION XVII

25 Fairview Heights Loop Dr.
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** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | 0.00 | **$0.00** |
| | | | | | | | | | | | | | **$0.00** |

Perdiem rates: Breakfast $16.00 Lunch $19.00 Dinner $28.00 or $68.00 per day

Federal Mileage Rate 0.725

Please note: Perdiem will **not** be paid if any meals are provided at hotel and/or conference ie: contintental 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 1/5/2026

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

**For Business Office Use Only**

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

Print on Canary Paper