

GUNNISON WATERSHED SCHOOL DISTRICT RE1J  
800 N.BLVD  
GUNNISON, CO 81230

**TRAVEL REIMBURSEMENT FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Date Trip Started \_\_\_\_\_

Date Trip Ended \_\_\_\_\_

Purpose of Trip:

Destination \_\_\_\_\_

School Vehicle Used \_\_\_\_\_ Gasoline Purchased \_\_\_\_\_

If personally owned vehicle has been used and...

Government Vehicle available – number of miles driven \_\_\_\_\_ @0.21 \_\_\_\_\_

Government Vehicle NOT available – number of miles driven \_\_\_\_\_ @0.67 \_\_\_\_\_

**(must include copy of Transportation Request form which denied use of Government Vehicle)**

**Other Expenses:**

Lodging \_\_\_\_\_ Nights @ \_\_\_\_\_

Meals

For Per Diem Rate please go to [www.gunnisonschools.net](http://www.gunnisonschools.net) \_\_\_\_\_

Under For Staff /Travel Reimbursement \_\_\_\_\_

Total Expenses \_\_\_\_\_

Please use a separate report for each trip.

Approved by \_\_\_\_\_ Account # \_\_\_\_\_

Calculations Checked by \_\_\_\_\_