

## After Trip Expense Report



**Must be submitted for ALL “Out of Town” overnight travel and training expenses for reimbursement.**

*(Blue Forms are no longer used. Absences must be submitted and approved through Aesop.)*

Complete information at the top and sign

*(Mileage is only paid when a school vehicle is not available and the transportation secretary has the employee take their own vehicle.)*

- Staple all trip receipts (do not use highlighter on receipt, mark out with pen any non-reimbursable expenses such as alcohol and entertainment, tips will be reimbursed up to 15% except when specifically charged by restaurant at higher rate, tips for fast food restaurants are non-reimbursable)
- Attach a copy of agenda or notes from meeting or training
- Return to Central Office Administrator (ex. Superintendent, Secondary Instruction, Elementary Instruction, Bilingual, Special Education) for signature and they will submit to Linda Rahe in the business office

**Control + Click to go to [After Trip Expense Report](#)**