		Di	war School	District M	III FAGE an	4 MEVI DE	R DIEM Re	augst Forr	n 2023-203	<b>1</b>			
	Pryor School District MILEAGE and MEAL PER DIEM Request Form 2023-2024  Fill in all applicable areas. Do not type any dollar (\$) signs. Mileage will be for the shortest route.												
An Explaination must be typed in the "statement of official business" area with the anme of the event you are attending and why.													
Meal reimbursement will not exceed \$10 for breakfast, \$20 for lunch, \$25 for dinner or \$55 for a day in state.  Meal Reimbursements will not exceed \$15 for breakfast, \$35 for lunch, \$40 for dinner for \$90 for a day out- of state.													
	Mea	al Reimbursen	nents will no	ot exceed \$1	.5 for breakf	ast, \$35 for	lunch, \$40	for dinner fo	or \$90 for a d	day out- of	state.		
		All rec	eipts are att	ached, and	submitted to	o Business n	nanager up	on return fo	r reimburser	ment.			
Today's Da	te:		1										
Employees													
							<u> </u>	<u> </u>					
Street Add	ress:						City, St	ate, Zip					
					IN-	STATE TRAV	EL						
Date of Eve	ent					<b>Round Trip</b>	Mileage						
						From :			To:				
						110111.							
Location of	Event								Total Drivin	g Miles:			
											x 0.625 (mi	leage rate)	
									Mileage An	nount Regu	ested:		
Statement	of Official E	Rucinoss							Willeage All	Tourit ricqu	esteu.		
Statement	or Official E	- Jusiii 1835											
						Meals							
							# of	Breakfasts:		x \$10=			
							# /	of Lunches:		x \$20 =			
		<u></u>					# (	of Dinners :		x \$25 =			
Justificatio	n for persoi	nal use vehicl	e use										
						Other Expe	nses ( plea	se list)					
						Taxi, Uber o							
						Taxi, Obei C	or Structic to						
									Other Expe	nse Total			
								TOTAL	REQUESTED		TF TRAVEL		
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