

Midwestern Intermediate Unit IV
453 Maple Street • Grove City, PA 16127
(724) 458-6700

Travel Request Form

NOTE: *The employee must not register until approval is confirmed*

Name _____

Date: From _____ To _____

Place _____ Total Miles _____

Purpose _____

I will attend with other IU Staff Yes No

If yes, list other known staff _____

Estimated Expense:

Sub. Cost \$ _____
Mileage \$ _____
*Other Fare \$ _____
Meals \$ _____
Room \$ _____
Parking \$ _____
Registration \$ _____
Total \$ _____

Please Check:

- Employee will register on own
- Employee request MIU IV office to complete registration*

*** REGISTRATION FORM IS ATTACHED AND COMPLETE. TO GUARANTEE REGISTRATION, REQUEST MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO DUE DATE OF REGISTRATION PAYMENT. IT IS YOUR RESPONSIBILITY TO MAKE YOUR OWN HOTEL ARRANGEMENTS.**

If more than one employee is attending the same event, carpooling is highly recommended. Your supervisor will approve final arrangements for authorized travel.

Date Submitted _____

Approved by Supervisor _____ Date _____

Approved by Executive Director _____ Date _____

Approved by Board _____ Date _____

NOTE: This form must be attached to a travel voucher when requesting reimbursement. Final payment will be processed upon presentation of a signed travel voucher with all detailed (itemized) receipts attached. Credit card receipts or statements are not valid.



**TRAVEL REGULATIONS
AND TRAVEL VOUCHER FORM**

MIU IV employees requesting reimbursement for authorized expenses must do so in accordance with applicable laws and regulations, as well as the criteria specified in their individual bargaining unit agreements.

All Travel Voucher Forms must be submitted during the first week of each month. Payment shall be made pending review and approval by the MIU IV Board of Directors at their monthly meetings. No forms will be accepted for payment unless all required signatures have been secured, and necessary itemized receipts attached. The Executive Director retains the right to reject or modify unreasonable costs.

Advance payment for eighty percent (80%) of the estimated expenses may be made if the total amount of estimated expenses is more than one hundred dollars (\$100). A Travel Voucher Form must be sent to the Executive Director's Office by the first week of the month and no sooner than five weeks in advance of the travel. A second Travel Voucher Form must be submitted by the employee upon return from travel in order to receive reimbursement for remaining expenses.

Travel outside of the Intermediate Unit IV area shall require preapproval of the Executive Director and the MIU IV Board of Directors. If the travel is considered a necessary part of the employee's job duties it shall only require preapproval by the Executive Director.

CRITERIA FOR TRAVEL REIMBURSEMENTS

Travel, mileage, and meal reimbursements are made based upon language in the Bargaining Unit Agreements. Please see your individual Bargaining Unit Agreement for the appropriate reimbursement amounts.