

# MONTGOMERY COUNTY PUBLIC SCHOOLS

## Request/Accounting for MCAAP/MCBOA Travel Funds

Division of Controller  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**INSTRUCTIONS:** This form is required for authorization and accounting for MCAAP/MCBOA travel funds.

**Accounting for Travel Expenses**—Within 10 business days after the completion of the trip, the employee should use the approved copy of this form to account for travel expenses. Employees should file the expense report in the Hub Expense module with itemized receipts.

MCPS uses the U.S. General Service Administration's per diem rate for lodging, meals and incidentals. The meal and incidentals on the travel dates will be subject to 50% of the per diem rate.

The total reimbursable amount cannot exceed the approved MCAAP/MCBOA travel funds.

Reference: [Regulation DIE-RA: Travel for Montgomery County Public Schools Purposes](#)

### PART I: REQUEST INFORMATION—To be completed by employee before request travel fund

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

Job Title \_\_\_\_\_ Union \_\_\_\_\_

Describe planned use of travel funds \_\_\_\_\_ Mode of Travel:

Purpose of Travel \_\_\_\_\_  Common Carrier

Place of Travel \_\_\_\_\_  Privately Owned Vehicle

Place of Travel Zip Code \_\_\_\_\_  For benefit of MCPS—Attach justification if destination is more than 150 miles

Estimated Travel Expenses \$ \_\_\_\_\_  For benefit of employee—Reimbursement limited to cost of airfare; lodging and subsistence limited to that incurred if travel were by scheduled airline

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature, Employee/Traveler School/Department Date

### PART II: REVIEW AND AUTHORIZATION—To be completed and approved by MCAAP/MCBOA before travel

Account #: (Travel) 01.61832.00000.000.05.504137.0000.0000.00 Max. MCAAP/MCBOA Funds Allowable \$ \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature, MCAAP/MCBOA Date

### PART III: ACCOUNTING FOR TRAVEL EXPENSES—To be completed by employee after completion of travel

Complete "Actual" column within 10 business days after completion of trip. Write "prepaid" by any item that was separately paid by MCPS via travel credit card or payment memo. Sign form below and upload to the Business Hub per Accounting for Travel Expenses Directions.

Expenses	Actual	Accounting
Lodging (Attach original receipts)	\$ _____	_____
Subsistence: (Attach original receipts)	\$ _____	_____
Common Carrier (Attach original receipts)	\$ _____	_____
Ground Travel (e.g., taxi, ride share, parking)	\$ _____	_____
Privately Owned Vehicle: _____ miles @ \$ _____ per mile	\$ _____	_____
Registration (Attach receipted bill.)	\$ _____	_____
Other (Attach explanation and receipted bill(s))	\$ _____	_____
	\$ _____	_____
	\$ _____	_____
	\$ _____	_____
<b>Less amount covered by conference</b>	\$ _____	_____
<b>Due Employee</b>	\$ _____	_____

I certify the above expense statement to be accurate and complete.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature, Employee/Traveler (after travel) Date