

**COLORADO DEPARTMENT OF EDUCATION
EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT REQUEST**

(1) EMPLOYEE (PAYEE):	Dwight D. Jones	(2) Employee Identification #	997024388
(3) PAYMENT WILL BE MADE VIA ELECTRONIC FUNDS TRANSFER (EFT). IF YOU NEED A WARRANT THEN ENTER YOUR MAIL ADDRESS BELOW AND CHECK HERE:			
(4) Use only if non EFT MAIL ADDRESS:	EFT		

(6) DATE(S)	(6) DESCRIPTION OF TRAVEL AND BUSINESS PURPOSE	(6a) INCIDENTAL PER DIEM (\$5)
11/18/09 - 11/20/09	USDOE Cab Fare, Tumaround Mtg. Pueblo 60, SSAS mtg. Pueblo 70, District visit Plateau SD, SSAS Mtg. Haxtun	Total Number of Overnight
	SSAS Mtg. Brush, Tumaround Mtg. St. Vrain, Milkin Education Awards - Ft. Collins,	Stays for Official State
		Business: 1

(7) TRAVEL LOCATIONS & TIMES					(13) MILEAGE			(17) MEALS				LOGGING	(23) TOTAL REIMB. EXPENSES	
(8) DATE	(9) FROM LOCATION	(10) TO LOCATION	(11) TIME LEAVE	(12) TIME ARRIVE	(14) NUMBER OF MILES	(15) RATE	(16) TOTAL	MEAL PER DIEM CALCULATION			(21) TOTAL MEAL PER DIEM CLAIMED	(22) LODGING		
								(18) B	(19) L	(20) D				
11/18/09	201 E Colfax Denver	315 W. 11th Pueblo	4:30 a.m.	6:30 a.m.	113.00	\$ 0.50	\$ 56.50	\$ 7.00				\$ 7.00		\$ 63.50
11/18/09	315 W. 11th Pueblo	US 50 Pueblo	8:30 a.m.	9:00 a.m.	1.10	\$ 0.50	\$ 0.55					\$ -		\$ 0.55
11/18/09	US 50 Pueblo	201 E Colfax Denver	10:00 a.m.	12:00 p.m.	113.00	\$ 0.50	\$ 56.50					\$ -		\$ 56.50
11/18/09	201 E Colfax Denver	311 Coleman Peetz	12:30 p.m.	3:30 p.m.	154.00	\$ 0.50	\$ 77.00					\$ -		\$ 77.00
11/18/09	311 Coleman Peetz	125 E Wilson Haxtun	4:30 p.m.	6:00 p.m.	57.90	\$ 0.50	\$ 28.95					\$ -		\$ 28.95
11/18/09	125 E Wilson Haxtun	2020 Leisure Sterling	8:00 p.m.	9:00 p.m.	30.50	\$ 0.50	\$ 15.25					\$ -	\$ 76.16	\$ 91.41
11/19/09	2020 Leisure Sterling	527 Industrial Brush	8:30 a.m.	9:30 a.m.	35.80	\$ 0.50	\$ 17.90	\$ 7.00				\$ 7.00		\$ 24.90
11/19/09	527 Industrial Brush	395 S Pratt Longmont	10:30 a.m.	12:00 p.m.	88.00	\$ 0.50	\$ 44.00					\$ -		\$ 44.00
11/19/09	395 S Pratt Longmont	201 E Colfax Denver	2:00 p.m.	3:00 p.m.	38.60	\$ 0.50	\$ 19.30					\$ -		\$ 19.30
11/20/09	201 E Colfax Denver	5400 Ziegler Ft. Collins	7:30 a.m.	8:30 a.m.	57.50	\$ 0.50	\$ 28.75					\$ -		\$ 28.75
							\$ 344.70				\$ 14.00	\$ 76.16	\$ 434.86	

(24) OTHER TRAVEL EXPENSES (E.G., Airfare, Taxi, Shuttle, Parking, Registration Fees, Business Telephone/FAX, etc.) - Itemize & Reference date of expense: Receipts Required		AMOUNT		AMOUNT
1	Taxi from hotel in DC to US-DOE	\$9.00	6	
2	Taxi from US-DOE to hotel in DC	\$10.00	7	
3			8	
4			9	
5			10	Total Incidental Expense Reimbursement Claimed
				\$5.00

"I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was or will be performed by me while on State business and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by the Fiscal Rules; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis. Further, I hereby authorize the State to deduct from my pay any amount paid to me in excess of my actual incurred expenses."

TOTAL OTHER TRAVEL EXPENSES	\$ 24.00
(25) TOTAL EXPENSES THIS PAGE	\$ 458.86
(26) TOTAL EXPENSES PREVIOUS PAGE	\$ 0.00
(27) GRAND TOTAL	\$ 458.86

(28) EMPLOYEE SIGNATURE & DATE

(29) SUPERVISOR/FISCAL SIGNATURE AUTHORITY

(30) FUNDING SOURCE: The expenses listed above are to be paid from the following accounts

DESCRIPTION	ORG	GBL or	APPR	AMOUNT
All items for reimbursement				

(31) Accounting Use Only

Agcy	Items	Fund	Org	Appr	Object	GBL	Amount

