

**FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT**  
 520 Fifth Avenue Fairbanks, AK 99701 Accounting Dept (907)452-2000 ext.11314

**TRAVEL EXPENSE CHECK REQUEST**

<b>PAYEE INFORMATION</b>	TA Number
Full Legal Name	Travel Dates
Mailing Address	Destination
City, State, Zip	Event
Phone Number	

<b>PER DIEM CALCULATION</b>	Meals are divided into three segments. Do not include meal receipts. Include check-in time and 1/2 hour post arrival time (air travel only).		
Departure Check-in Date	Breakfast	X	Days =
Time	Lunch	X	Days =
Actual Return Date	Dinner	X	Days =
Time	<b>Total Per Diem</b>		

<b>CHECK REQUEST</b>	Record only the expenses paid out of pocket. Receipts required. Do not include p-Card transactions or purchase orders.	
Description	Account Number	Amount
Plane Fare		
Registration		
Hotel		
Vehicle Rental		
Per Diem		
Incidentals		
Less: Advance	Please enter minus - sign-->	

I certify these are true and actual expenses in accordance with FNSBSD AR 432 and/or AR 955.6	<b>Total Payment Request</b>
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Payee Signature _____	Date _____
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<b>OFFICE USE ONLY</b>	Completed forms with back-up may be emailed to: <a href="mailto:accountspayable@k12northstar.org">accountspayable@k12northstar.org</a>
Requested By _____	Check Routing Location _____