

**Town of East Windsor  
Travel Policy/Reimbursement Request**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

APPROVED FOR PAYMENT: \_\_\_\_\_ Date: \_\_\_\_\_

**Limits of Expenses:**

- Meal expenses will be reimbursed for actual cost up to a maximum of \$45.00 a day.
- Personal car mileage is reimbursed at the rates permitted by IRS. Reimbursement for car expenses will be made only to the driver. Mileage will be reimbursed based on the shortest route.
- Rental car expenses will be reimbursed when requested and approved in advance. In the event of an accident, the employee must make written notification to the rental company representative and the First Selectman as soon as possible.
- Air Travel will be considered for trips over 200 miles one way from East Windsor and will be reimbursed at coach/economy flights. Flight arrangements will be made as far in advance as possible to take advantage of discounts.
- Hotel Accommodations will be reimbursed at the standard rate for the area. Hotel reimbursement will be for no more than the night before through the last night of the conference.

**Combined Personal and Business Travel:**

If an employee combines business and personal travel, all expenses or portion of expenses, which are personal, will be paid directly by the employee. The Town will reimburse that portion of a trip and expenses directly related to Town business.

Meal Expenses: \$\_\_\_\_\_ (attach receipts)

Personal Car: \$\_\_\_\_\_ (# of miles\_\_\_\_\_ x rate\$\_\_\_\_\_)

Rental Care Expenses: \$\_\_\_\_\_ (attach documentation)

Air Travel Expenses: \$\_\_\_\_\_ (attach documentation)

Hotel Accommodations: \$\_\_\_\_\_ (attach documentation)

Total Requested Amount of Reimbursement \$\_\_\_\_\_

**Note: All reimbursement requests must be submitted within 30 days after returning from a conference. The approved Pre-Approval Request Form and documentations must be attached to this form.**