

# REQUEST FOR REIMBURSEMENT

This form to be used for reimbursement of purchases or a day's meeting. Payment requires a receipt. Mileage, if for single trips, is to be recorded here also. Mileage recorded for the month is to be place onto the "Mileage Expense Report for \_\_\_\_\_."

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

Reason for Reimbursement Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expenditures: (with receipts attatched)

Lodging:	\$_____.	Travel (\$.585 mile):	\$_____.
Meals:	\$_____.	Registration:	\$_____.
Supplies:	\$_____.	Equipment:	\$_____.
Other:	\$_____.		

Total Expenditures: \$\_\_\_\_\_.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## OFFICE USE ONLY

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Title 1	_____	Extracurricular	_____	Vocational	_____
Principal	_____	Elementary	_____	Middle School	_____
Media	_____	Special Ed.	_____	Guidance	_____
Lunch	_____	High School	_____	Bd. Of. Educ.	_____
OTHER	_____				

Approved by \_\_\_\_\_