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

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_

Destination and purpose of trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Is this an overnight stay? Yes No PO#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | | **Thursday** | **Friday** | **Saturday** | **Total** |
| **Date** |  |  |  |  | |  |  |  |  |
| **Breakfast ($8.00 max)** |  |  |  |  | |  |  |  |  |
| **Lunch ($12.00 max)** |  |  |  |  | |  |  |  |  |
| **Dinner ($26.00 max)** |  |  |  |  | |  |  |  |  |
| **Hotel** |  |  |  |  | |  |  |  |  |
| **Parking** |  |  |  |  | |  |  |  |  |
| **Tolls** |  |  |  |  | |  |  |  |  |
|  |  |  |  |  | |  | **Sub Total** | |  |
| **Total Miles Driven** | |  | **Current Mileage Rate** | | | $0.625 | **Total Mileage** | |  |
|  | | | | | **Registration** | | | |  |
| **Tips cannot be included for reimbursement.** | | | | | | **Total Reimbursement** | | |  |

**Attach all itemized receipts.**

*I certify that claims for reimbursement listed hereon are true, that the mileage listed was actually driven on school business, and the expenses incurred were in accordance with School Board Policies and Administrative Regulations.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Superintendent Signature Supervisor Signature