

Colville School District 115
REIMBURSEMENT REQUEST FORM 2022

Employee Name: _____ Job Title: _____

Destination: _____ Purpose: _____

In order for this claim to be processed for reimbursement, you must:

1. Complete both sides of this form
2. Attach all corresponding receipts (receipts must be itemized)

SUMMARY

For travel and incidental expenses incurred during the month of _____, 20____ as shown in detail on the reverse side of this form and on attached receipts.

Summary of Expenses	Amount
Meals	\$
Hotel or Motel Room(s)	\$
Mileage total miles: X 0.585 cents per mile =	\$
Registrations	\$
Other Transportation	\$
Miscellaneous	\$
TOTAL	\$

Travel preapproved by Supervisor/Administrator? YES NO DATE PREAPPROVED: _____

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Employee Signature

Date

Supervisor/Administrator Signature

Date

BUDGET CODE

10						0000	
FUND	PROGRAM	ACTIVITY	OBJECT	LOC	USER 4	USER 5	SUB

Date Received in Business Office: _____

Complete w/ Signatures and itemized receipts? YES NO

Date Payment Issued: _____

Day	Meals - per diem reimbursement, not actual expenses (check each box that applies for each day of travel)			Miles (enter # of miles for each day)	Destination/Purpose
	Breakfast	Lunch	Dinner		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Totals	\$	\$	\$		

Mileage Chart: Outside Stevens County (one way distances)

	Spokane ESD101	Spokane Airport	Ellensburg	Yakima	Seattle	Olympia	Wenatchee	Tacoma	Portland, OR			
From Colville, WA	76.2	77.2	243	263	350	390	240	363	423			

Other Expenses: (registrations, other transportation, hotel, miscellaneous)

Date	Description	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total		\$

For Business Office Use Only:

Date:											
Breakfast:											
Lunch:											
Dinner:											
Subtotals:											
Total											\$