Fill in the Form and Click the Print Button Below

PRINT

WAYNESVILLE R-VI SCHOOL DISTRICT

Use this form to request reimbursement for mileage, trip expenses, and/or other personal expenses not reported on My Learning Plan. Any expenses (other than mileage) that you are requesting reimbursement for ***must have itemized receipts attached.***

ALL REQUESTS MUST BE TURNED IN TO OPERATIONAL SERVICES NO LATER THAN THE FIFTH WORKING DAY OF EACH MONTH.

Name _____

Budget Code: _____For the Month of _____20____

DATE	MILES	DESTINATION AND REASON

TOTAL MILES _____ **@ .455¢** = $_____

TOTAL OTHER EXPENSES
(RECEIPTS ATTACHED) $_____

TOTAL TO BE REIMBURSED **$_____**

_____ _____

ADMINISTRATOR'S SIGNATURE DATE

Revised 7/1/2010