ACCOUNT CODE

ELDON SCHOOL DISTRICT TRAVEL REIMBURSEMENT REQUEST

DESTINATION	PURPOSE	(@ .70 p	MILEAGE (@ .70 per mile)		FOOD			MISC.	TOTAL
DATE DESTINATION		MILES	COST	Breakfast	Lunch	Dinner			
	1								
in intentor						Total	Reimbursable	e Expense:	
inistrator		olovee Signaturo:					Dato:		
	DESTINATION	DESTINATION PURPOSE	DESTINATION PURPOSE (@ .70 t MILES	DESTINATION PURPOSE MILEAGE (@.70 per mile)	DESTINATION PURPOSE MILEAGE (@.70 per mile) MILES COST Breakfast	DESTINATION PURPOSE (@ .70 per mile) Breakfast Lunch Lun	DESTINATION PURPOSE (@.70 per mile) Breakfast Lunch Dinner	DESTINATION PURPOSE MILES COST Breakfast Lunch Dinner	DESTINATION PURPOSE MILES COST Breakfast Lunch Dinner LODGING MISC.

NOTE: All reimbursements require an original receipt. Credit card receipts are not acceptable, only detailed invoices/receipts. Reimbursement rates follow the meal per diem guidelines according to the Office of Administration meal chart. The district will not reimburse for the following: gratuities, alcoholic beverages, or the cost of meals that will be paid for or reimbursed by the district as part of the registration fees. Meal expenses will be reimbursed only when purchased out of district during district-approved, overnight travel.