

RICHMOND BURTON COMMUNITY HIGH SCHOOL DISTRICT #157

NIPPERSINK SCHOOL DISTRICT #2

4213 U.S. Highway 12

Richmond, IL 60071

EXPENSE STATEMENT/REIMBURSEMENT FORM

This form is to be used for all expenses and reimbursements including, but not limited to, Conferences, Workshops, Cell Phone expenses, etc.

Name _____ Date _____

Title and Department _____

Date of Trip(s)

Location and Purpose of Trip(s)

(Attach MapQuest starting point is determined by the lesser miles: home or school)

Actual Cost of Trip(s)

Total miles _____ @ \$.56 per mile.....\$ _____

Registration fee(s).....\$ _____

Meal(s).....\$ _____

Motel/Hotel(s) (Conference Rate if available).....\$ _____

Parking/Tolls.....\$ _____

Cell Phone.....\$ _____

Other Expenses (explain):

_____ \$ _____

Total Cost \$ _____

Employee Signature: _____

Account Code: _____

Approved By: _____

Supervisor

Per Board Policy 2:125, mid-fare selections will be reimbursed. Please refer to the entire Policy for further clarification.

Mid-fare definition:
Reasonable cost for the average meal depending on location and area. This amount is subject to Administration Approval.

NOTE: Employee and Board Members must attach all requested documentation and original receipts of expenses including but not limited to: tolls, meals, registration fees, motel/hotel, cell phone, etc. A copy of the original "Conference/Workshop Preapproval" request must also be attached. **There will not be any reimbursements for undocumented items or items that are not allowed.**