



# Lancaster County Public Schools

*Learning Today...  
Leading Tomorrow!*

## Request for Reimbursement of Expenses

Employee \_\_\_\_\_ School/Dept \_\_\_\_\_

Description of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_ Dates \_\_\_\_\_

Refer to Employee Expense & Reimbursement Procedure. Receipts MUST be attached.

| EXPENSES                          | DATE | DATE | DATE | DATE | DATE | TOTAL |
|-----------------------------------|------|------|------|------|------|-------|
| Breakfast (Max. \$10/day)         |      |      |      |      |      |       |
| Lunch (Max. \$15/day)             |      |      |      |      |      |       |
| Dinner (Max. \$20/day)            |      |      |      |      |      |       |
| Lodging                           |      |      |      |      |      |       |
| Airfare                           |      |      |      |      |      |       |
| Rental Car                        |      |      |      |      |      |       |
| Tolls                             |      |      |      |      |      |       |
| Fuel (County Car)                 |      |      |      |      |      |       |
| Registration Fee                  |      |      |      |      |      |       |
| *Mileage (roundtrip) \$0.655/mile |      |      |      |      |      |       |
|                                   |      |      |      |      |      |       |
| <b>Total</b>                      |      |      |      |      |      |       |

\*Mileage must be approved by Superintendent or Designee prior to travel. Mileage is only available if a county car is NOT available.

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

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent or Designee Signature \_\_\_\_\_ Date \_\_\_\_\_

G/L Account to be charged \_\_\_\_\_ Total \_\_\_\_\_  
\_\_\_\_\_ Total \_\_\_\_\_

Jessica Davis, Superintendent  
Takia Dobyns, Director of Budget & Finance  
Kelvin Evans, Director of Human Resources & Equity  
John Mann, Director of Operations & Transportation

**School Board**  
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