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) $0.545/mile						
TOTAL						

*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

FOR ACCOUNTING ONLY

G/L Account to be charged	Total	Note: