



# Los Banos Unified School District

1717 South Eleventh Street  
Los Banos, California 93635-4800  
Telephone (209) 826-3801 Fax (209) 826-6810  
www.losbanosusd.org

## LBTA Reimbursement Procedures:

Submit Reimbursement that includes all the items listed below by email to Kelly Todd, your Site Administrator, for signatures (Electronic signatures are acceptable). Once they sign, Kelly/Employee can send the reimbursement for processing to [ap@losbanosusd.net](mailto:ap@losbanosusd.net) ;cc: agaribay@losbanosusd.net

1) LBTA Travel Claim Form-Located on our website:

[LBTA Reimbursement Form](#)

2) Approval Letter

3) Google Maps

4) Agenda/Conference Information

5) Any applicable receipts (pdf format)

6) All the items listed in 1-5 must be sent in one email to [ap@losbanosusd.net](mailto:ap@losbanosusd.net);

cc: agaribay@losbanosusd.net

If you have any questions, please contact Alejandra Garibay at [agaribay@losbanosusd.net](mailto:agaribay@losbanosusd.net)

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