

Highland School District

Request for Reimbursement for School Incurred Expenses

NAME _____ EVENT _____ DATE _____

MILEAGE				
_____ X \$.45 PER MILE = DESTINATION				\$
MILES				
LODGING				
Overnight Stay? YES NO				\$
MEALS				
DATE	BREAKFAST	LUNCH	DINNER	\$
DATE	BREAKFAST	LUNCH	DINNER	\$
DATE	BREAKFAST	LUNCH	DINNER	\$
DATE	BREAKFAST	LUNCH	DINNER	\$
DATE	BREAKFAST	LUNCH	DINNER	\$
DATE	BREAKFAST	LUNCH	DINNER	\$
DATE	BREAKFAST	LUNCH	DINNER	\$
OTHER				
DESCRIPTION OF EXPENSE:				\$
TOTAL REIMBURSEMENT				\$

This is a true and accurate report of school related expenses.

Signature of Employee Submitting Request _____

Principal

Central Office

Budget Account

REIMBURSEMENT GUIDELINES

1. Cost of meals will be reimbursed based on actual expenses as documented by itemized receipts but not to exceed \$35.00 per day. Reimbursable expenditures cannot include alcohol or tips.
2. **ITEMIZED ORIGINAL RECEIPTS** must be submitted for all meals in which reimbursement is requested. Credit card receipts listing only a total cannot be accepted.
3. Meals will only be reimbursed when there is an overnight stay.
4. Cost of lodging will be reimbursed for authorized trips over 80 miles from campus that require an overnight stay.
5. Reimbursement request must be **submitted within 30 days of expenditure or by June 10th of Current Year.**

MILEAGE REIMBURSEMENT CHART

DESTINATION	ROUND TRIP	REIMBURSEMENT
Batesville	90	\$40.50
Cabot	226	\$101.70
Cave City	50	\$22.50
Conway	300	\$135.00
Eureka Springs	300	\$135.00
Fayetteville	362	\$162.90
Fort Smith	522	\$234.90
Gosnell	290	\$130.50
Harrison	214	\$96.30
Hot Springs	410	\$184.50
Hoxie	90	\$40.50
Jonesboro	150	\$67.50
Little Rock	280	\$126.00
Marion	252	\$113.40
Melbourne	80	\$36.00
Mountain Home	120	\$54.00
Mountain View	116	\$52.20
Petit Jean Mountain	350	\$157.50
Pine Bluff	354	\$159.30
Pocahontas	80	\$36.00
Russellville	370	\$166.50
Searcy	150	\$67.50
Trumann	174	\$78.30
Wynne	228	\$102.60