



# Lancaster County Public Schools

*Learning Today...  
Leading Tomorrow!*

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## **Verification of Services Rendered or Travel Between Schools**

Employee Name: \_\_\_\_\_ School Location: \_\_\_\_\_

I request payment for: \_\_\_\_\_

☐ Supplement (Athletic, School Contract, etc.) Describe: \_\_\_\_\_

☐ Other (Specify): \_\_\_\_\_

Dates and hours of services rendered or travel:

Date	Hours (from/to)	Total Hours

Rate/ Hour \_\_\_\_\_ x Total Hours \_\_\_\_\_ = \$ \_\_\_\_\_

Number of Miles \_\_\_\_\_ (if applicable) x \$ .655 = \$ \_\_\_\_\_

Total Reimbursement Amount \$ \_\_\_\_\_

**I certify that the amounts above are just, due and payable**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Principal/Supervisor**

\_\_\_\_\_  
**Date**

### **Payroll/Central Office Use Below:**

**Requires approval of Superintendent or Designee? YES**

**If Yes, Explain** \_\_\_\_\_

**Superintendent or Designee Signature** \_\_\_\_\_

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

**School Board**  
Joan Gravatt, Chair  
Cindy Clarke, Vice Chair  
Faith Kemp, Member  
Kenya Moody, Member  
Margaret Socey, Member