

**WEST BRANCH-ROSE CITY AREA SCHOOLS
EXPENSE REPORT**

Dated: _____

Approved by: _____

Approval Dated: _____

DATE	DESCRIPTION	MILEAGE	HOTEL & MEALS	MISC. EXPENSE	TOTAL	ACCOUNT NUMBER

PRINT NAME _____ SIGNATURE _____ VENDOR # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

REIMBURSEMENT OUTLINE:

Individuals requesting reimbursement for travel, lodging, meals, etc. must supply the needed documentation of such expenses before receiving any reimbursement.

All expenses incurred during a month are to be reported on an expense form at the end of that month.

Allowable Reimbursement (Note: Sales Tax is NOT reimbursed):

Food – Breakfast \$10.00; Lunch \$15.00; Dinner \$25.00 All Receipts MUST BE itemized; no reimbursement otherwise.

Mileage – Authorized meeting/conference with personal automobile – current IRS mileage rate. When using a school vehicle reimbursement will be made for gas/oil with attached receipts. Fees-Authorization proof of payment of conference fees or charges.

Lodging-Lodging will be reimbursed for single occupancy. When there is double occupancy each individual should receive a receipt reflecting half of the double occupancy rate.

Revised: 09-19-2023