South Panola School District

ph. 662.563.9361 209 Boothe Street, Batesville MS 38606 fx. 662.563.4524

Expense Reimbursement Form

Revised January 1, 2023

Employee Name :			Signature o	f Employee:			
Source (Account #)			Date of Submission:			
Em	ployee #: :		Signature of	Supervisor:			
School / Dept.:		Verified by:					
0 0.110				•			
		Travel / Mileag	ge Reimbur	sement Sed	ction		
Date Locatio		n - Traveled To / From	Purpose	Purpose of Travel		Rate	Amount
						\$0.655	\$0.00
						\$0.655	\$0.00
						\$0.655	\$0.00
						\$0.655	\$0.00
						\$0.655	\$0.00
						\$0.655	\$0.00
						\$0.655	\$0.00
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						\$0.655	\$0.00
					-	\$0.655 \$0.655	\$0.00 \$0.00
					 	\$0.655	\$0.00
						\$0.655	\$0.00
						\$0.655	\$0.00
						\$0.655	\$0.00
		Sub Total of T	rovol / Miloogo	Evnances			0.00
Sub-Total of Travel / Mileage Expenses >>>						φι	7.00
	vernight	Travel Expense S	Section: (Per	diem rate for mea	als \$46.00 fo	r all areas in	MS)
Date		Travel Expense S	Room Cost	diem rate for mea Breakfast	Lunch	r all areas in Dinner	MS) Amount
					_		Amount \$0.00
					_		Amount \$0.00 \$0.00
					_		\$0.00 \$0.00 \$0.00
					_		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00
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		& Location of Hotel	Room Cost	Breakfast	Lunch	Dinner	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
			Room Cost	Breakfast	Lunch	Dinner	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Travesc / Expens	Breakfast el Expense >: se Section:	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C	Room Cost Overnight Trave SC / Expens fees, Taxi fees, Tra	Breakfast el Expense >> se Section: vel Tolls, etc Reco	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Travesc / Expens	Breakfast el Expense >> se Section: vel Tolls, etc Reco	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Trave SC / Expens fees, Taxi fees, Tra	Breakfast el Expense >> se Section: vel Tolls, etc Reco	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Trave SC / Expens fees, Taxi fees, Tra	Breakfast el Expense >> se Section: vel Tolls, etc Reco	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Trave SC / Expens fees, Taxi fees, Tra	Breakfast el Expense >> se Section: vel Tolls, etc Reco	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Trave SC / Expens fees, Taxi fees, Tra	Breakfast el Expense >> se Section: vel Tolls, etc Reco	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Trave SC / Expens fees, Taxi fees, Tra	Breakfast el Expense >: se Section: vel Tolls, etc Reco	Lunch	Dinner \$0	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Note: Ite	& Location of Hotel Sub-Total of C Other Mis	Room Cost Overnight Trave Sc / Expens fees, Taxi fees, Tra Descrip	Breakfast el Expense >> se Section: vel Tolls, etc Reco	Lunch >>> eipts must be	Dinner \$0 attached!	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00