



Expense Reimbursement Request

(Not to be used for Student Activity Account reimbursements)

PLEASE ATTACH APPROPRIATE DOCUMENTATION FOR REQUESTED EXPENSE REIMBURSEMENT.

(ie: Receipts, MapQuest for mileage reimbursement, including date of travel and reason for travel.

- **Staff** - Give completed form to Building Secretary
Building Secretary - Forward completed form to Building Principal
Building Principal - Forward completed form to Nicky in District Office
- **Community Ed** - Give completed form to Community Ed Director
Community Ed Director - Forward completed form to Nicky in District Office
- **Cooks** - Give completed form to Andrea Schaak
Andrea - Forward completed form to Nicky in District Office
- **Maintenance** - Give completed form to Tim Bisek
Tim - Forward completed form to Nicky in District Office

TODAY'S DATE: _____

EMPLOYEE NAME: _____ EMPLOYEE ID: _____

Reason for Expense:

- ☐ General (please list reason) _____
- ☐ Carl Perkins
- ☐ Staff Development

Date Incurred	Dollar Amount	Account Code

☐ Approved ☐ Denied (please list reason) _____

Supervisors Signature: _____ Date: _____

To be completed by District Office

Final Approval: _____ Date: _____