

**CENTRAL BERKSHIRE REGIONAL SCHOOL DISTRICT**

**Mileage / Expense Reimbursement**

**2024**

NAME:	
ADDRESS:	
DATE:	

			RATE	0.67
TRIP EXPLANATION:	FROM:	TO:	# MILES	PER MILE

*ATTACH AGENDA; FORM WILL BE RETURNED WITHOUT AGENDA ATTACHMENT*

OTHER EXPENDITURES:	DESCRIPTION (IF NEEDED):		TOTAL PD
TOLLS:			
PARKING:			
HOTEL:			
REGISTRATION:			
MEALS:			
MISCELLANEOUS:			

*ATTACH ALL RECEIPTS*

	<b>TOTAL REIMBURSEMENT REQUESTED</b>		
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SIGNED \_\_\_\_\_

DATE: \_\_\_\_\_

PRINCIPAL/ SUPERINTENDENT'S APPROVAL:	DATE:
BUSINESS ADMINISTRATOR'S APPROVAL:	DATE:

**\*\*\*\*\*IMPORTANT\*\*\*\*\* Please see back page for instructions**

**CENTRAL BERKSHIRE REGIONAL SCHOOL DISTRICT**  
REIMBURSEMENT INSTRUCTIONS/REQUIREMENTS

***PLEASE READ CAREFULLY: IN ORDER TO RECEIVE REIMBURSEMENT FOR EXPENSES, THE FOLLOWING MUST BE ATTACHED WHEN APPLICABLE***

**MILEAGE EXPENSES:** Mapquest or AAA printout detailing total roundtrip mileage

**PARKING EXPENSES:** ORIGINAL parking receipts. **TOLL EXPENSES:** ORIGINAL toll receipts or EZPass statement for day(s) of travel

**MOTEL/HOTEL EXPENSES:** itemized receipt that shows the room cost with taxes, etc. If you order room service for meals, You must submit an original itemized receipt. No personal telephone calls will be reimbursed.  
If you put your room charge on your credit card, you need to submit a credit card bill copy showing the charge.  
You may submit a receipt from the hotel/motel showing a zero balance due per your credit card.

**REGISTRATION/ATTENDANCE:** Turn in literature stating the registration fee and submit proof of payment and agenda noting title, location, and date/s of event. If you paid by check, you need to submit a copy of the front and back of your canceled check or a copy of the check page returned from the bank. **A canceled check is one that has been processed through your bank. Do not send a copy of the check that was sent with your registration, as it had not been processed through your bank.**

*If you paid by credit card*, you need either a copy of your credit card statement showing the registration charge or a receipt showing that registration was charged to your credit card. If you paid by cash, submit an official, printed receipt from the workshop or conference stating that payment (specifying amount) was received.

**MEALS:** Turn in ALL ORIGINAL, ITEMIZED and dated restaurant receipts. **If you plan on having alcohol, keep that bill separate from your meal receipt. Alcohol charges will not be reimbursed.** You cannot submit a meal or credit card receipt for reimbursement if it shows only a printed total; your receipt must be itemized. **If you are including a tip, it may be for no more that 20% of the total bill.**  
If a meal receipt is for other school department employees also authorized to travel, write their names on the receipt.

***It is strongly recommended that all original receipts be taped (not stapled) to an 8 ½ X 11 piece of paper. Submit the necessary backup to the CO/Business Office as soon after as possible but not longer than 30 days after.***