Cambridge-Isanti School District #911 Request for Mileage/Expense Reimbursement

EFFECTIVE 01/01/2023

Date:							Employee Reimbursements will paid on your paycheck.					
Employee Name:						Payroll taxes will be incurred on						
Employ	meals with no overnight stay and uniform expenses.											
Mileage												
Date	From	То	Purpose								# of]	Miles
Please turn mileage requests in <u>monthly</u> . Total Mile											0	
District Reimb. Rate Total Reimb.											0.655	
Please write amounts, not percentages.				L	FD	ORG	PRO	CRS	FIN	OBJ	\$	\$
		GL Code f	for Mileage	Е								
				Е								
Meals & Lo	dging	**Must hav	e DET A	AILED rec	eipts a	ittache	ed		Overi	night?		
Breakfast Meal						vening Meal						
Date	Lodging (max 6.00)		00)	(max 10.0	(max 15.00)			Yes	No	Tota	ls	
												-
** Meals with no overnight stay are taxable. **							Total for Meals & Lodging				\$	-
Receipts that are <u>not itemized</u> will not be reimbursable				L	FD	ORG	PRO	CRS	FIN	OBJ		\$
	GL	Code for Meals	& Lodging	<u>Е</u> Е								
Expenses	(Staple all OR	IGINAL receip	ts behind t									
Description	<u> </u>	<u></u>		Amount	L	FD	ORG	PRO	CRS	FIN	C)BJ
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**Uniform reim	bursements are ta	xable. Total fo	r Expenses	0.00								
Empl	oyee Signature:											