



Greenwood Lake Union Free School District

Greenwood Lake, New York 10925

Claim Form (Reimbursement)

This form should be used for reimbursement of meals, mileage, or other out of pocket expenses not related to a conference. Each claim form **MUST** have all itemized, original receipts attached.

Name _____

Date _____

Purpose/Reason for Purchase _____

Description of Items	Amount
Total	

Your signature is certification that the charges are true and just.

Signature

Date

Approval

Date

Account Code