



NAME _____

DATE _____

Building or Department _____

Date(s) Expenses Incurred From _____ to _____

Event/Location _____

Nature of Expense(s) _____

Fund #/ Short Account # _____

1. REGISTRATION - Attach Receipt or Proof of Registration

2. TRANSPORTATION

A. Use of Personal Vehicle 0.67¢/mile 7/1/2024 Total # of Miles _____
Personal mileage will only be approved by the superintendent when a district vehicle is unavailable.

B. District Vehicle Total Fuel Receipts Attached _____

C. Public Transportation Total Receipts Attached _____

3. HOUSING - Attach Statement/Folio

4. MEALS - DAY TRIP

Day 1 Meals _____
Day 2 Meals _____
Day 3 Meals _____
Meal Total _____

6. OTHER

A. _____

B. _____

Total Expenditures _____
Total Reimbursement Requested _____

Submitted by: _____

School/Department _____

Confirmed by: _____

Building Administrator/Supervisor

1. Complete this form and submit it to the appropriate personnel and/or administrator for approval.

2. Transportation - If district vehicle or common carrier, attach gas receipts and enter total.

3. All receipts turned in **must be Itemized receipts**.

4. Reimbursement for professional development is based upon pre-approved expenditures and methods of distribution of funds at the building level. See your building PDC representative if you have questions. **Itemized receipts are required.**

5. All expenditures should be related to district business and follow policies.

USD 250 Business Office

Last updated 9/11/2024