

Goshen County School District #1

Interview Travel Reimbursement Form

All expenses listed must be accompanied by the original receipt except for mileage. Before reimbursement can be made to the interviewee, a local voucher must be signed by interviewee and a copy of all receipts must be attached. All mileage will be paid at the current IRS reimbursement rate. A maximum of \$500.00 will be paid for all interview travel expenses.

PERSONAL VEHICLE MILEAGE					
DATE	FROM:	DESTINATION	TOTAL MILES	MILEAGE RATE	TOTAL REIMBURSEMENT
SUBTOTAL					
REIMBURSABLE EXPENDITURES - MOTEL, MEALS					
VENDOR	DESCRIPTION OF PURCHASED			COST	TOTAL REIMBURSEMENT
SUBTOTAL					
TOTAL MILEAGE AND ACTUAL EXPENSE REIMBURSEMENT					

INTERVIEWEE SIGNATURE:

DATE: