

O'FALLON TOWNSHIP HIGH SCHOOL DISTRICT 203
EXPENSE REIMBURSEMENT FORM 2026-2027

Employee Name: Today's Date:

Employee Address:

Event Name & Location:

Departure Date: Time: Return Date: Time:

*include am or pm

*include am or pm

EXPENSES

Transportation: A Google Maps printout that calculates mileage is required for mileage reimbursement. If travel originates from home on a school day, calculate mileage from home to destination and school to destination. The claimable mileage for reimbursement is the lesser of the mileage calculations. Advance approval is required to claim mileage. If a school vehicle was available, and you do not take it, you will not be eligible to claim mileage.

Personal Vehicle Mileage:

Mileage Rate: \$0.76/mile

Personal Vehicle Mileage Expenses:

Meals: Maximum reimbursement: \$25 for partial day (under 8 hours), \$50 for full day (8-24 hours) including tips. Tip reimbursement cannot exceed 20%. Reimbursement requests must include an itemized receipt that shows final payment. Receipts including alcoholic beverages will not be accepted. Record date and type of meal on receipt.

Date:				
Breakfast:				
Lunch:				
Dinner:				
Total For Day:				

Total Meal Expenses:

Other Expenses: Please itemize any additional expenses. Itemized receipts required for reimbursement.

Professional Development Registration Expenses:

Lodging Expenses:

Airfare Expenses:

Other Transportation Expenses:

Other Expenses:

TOTAL EXPENSES:

Approved: _____
District Office / Principal's Office / Athletic Office Approval Required Date

Account Name: _____ Account Number: _____

Expenses to professional meetings, approved in advance by the Superintendent, will be paid by the Board of Education in compliance with Board Policies 2:125 and 5:60, and the Board Resolution to Regulate Expense Reimbursements pursuant to 50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17.

Itemized receipts must be attached for reimbursement. Include a photocopy of approved Professional Development Request Form, if applicable.

Updated 8/24/26