

CLAIM FOR REIMBURSED EXPENSES

Unified School District #303
Ness City, KS

Expenses incurred in travel related to the performance and duties of district employees may be reimbursed when approved in advance by the superintendent.

Name of Claimant: _____ Date: _____

Activity for Which Claim is Made: _____

- Registration Fees: _____
- Lodging Expenses: _____
- Transportation Expenses: _____
- Parking Fees: _____
- Meals and Tips: _____
- * Mileage (see note below): _____
of miles driven: _____
- Other Expenses: _____

- Total Amount of Claim _____

*Mileage at the authorized district rate will be paid when the use of a personal automobile is approved in advance by the superintendent.

Receipts for transportation, parking, hotels or motels, meals and such other expenses for which receipts are ordinarily available must be attached to this claim.

I certify that the above expenses are true and correct and are due and unpaid.

Signed

Approved: _____

Signed

Original: Clerk of the Board

Copy: Claimant