

Lakeland School District  
Employee Reimbursement Form

## INSTRUCTIONS

Complete this form for reimbursement of authorized School District expenses. Send signed and approved original to the Business Manager in the District Office. File duplicate.

- Section 1 - Complete all items.
- Section 2 - Enter date for all expense items.  
If Travel: List "From" and "To" destinations. If out-of-town trip, state purpose and enter number of miles driven, rounding off to the nearest whole mile (.5 or above, round to next higher whole number). Multiply total number of miles driven by current rate per mile.  
Enter dollar amount in "B".
- Section 3 - Identify expenses and amount (other than auto mileage expense). Include educational supplies, convention registration fees, lodging, etc. Insert total in "A". Insert amount of travel advance in "C".  
Compute Grand Total ( $A + B - C = D$ ) and place in "D" and in "TOTAL REIMBURSEMENT REQUESTED" Block.  
**\*\*Note: *Per diem* reimbursement for meals is \$10-breakfast, \$20-lunch, \$30-dinner.**
- Section 4 - All expense reimbursements must be approved by principal or other supervisor.
- Section 5 - If the required information is not completed or receipts are not submitted, this form will not be processed and will be returned. Reasons for rejection will appear in Section 5.

