**REIMBURSEMENT FOR STAFF EXPENSES**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchases- Please describe purchase and why it was needed:

Where Purchased?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please attached receipts)

Total of Reimbursement: $\_\_\_\_\_\_\_\_ **(PLEASE NOTE – TAX IS NOT REIMBURSABLE)**

Conference and Travel Expenses – Briefly describe:

 Date of conference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Location Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Mileage\_\_\_\_\_\_\_\_\_@ IRS rate (currently) $0.67/mile $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2024-mileage-rate-increases-to-67-cents-a-mile-up-1-point-5-cents-from-2023>
* Registration Fee $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Meals $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Lodging $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (Please describe) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We do not reimburse for entertainment or alcoholic beverages

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 Please attach sales slips and/or copy of cancelled check

 Total Reimbursement Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Office Use Only—

Budget Category:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 1/24/2024