CULVER SCHOOL DISTRICT NO. 4

MILEAGE/MEAL CLAIM FOR REIMBURSEMENT

Name			Date _		
Auditors require meal receipts show detailed food/drink that was ordered <u>and</u> how it was paid. Your debit/credit card slip only provides proof of payment and is NOT ENOUGH for reimbursement (per outside auditor requirements).					
Date	Purpose/Destination	Miles	Breakfast Max. \$15.00	Lunch Max. \$15.00	Dinner Max. \$25.00
	TOTALS:				
Mileage/Meal Claim must be turned in for reimbursement within the school year that expenses were incurred.					
ALL MEALS (Breakfast + Lunch + Dinner) \$					
ALL MILEAGE X <u>.56</u> = <u>\$</u>					
TOTAL CLAIM FOR REIMBURSEMENT \$					
Signature			Date _		
Administrative Approval			Date _		_
Entered By Budget Code:					