

EXAMPLE

TRAVEL/MILEAGE REIMBURSEMENT CLAIM

Federal Way Public Schools

Employee: John Doe ID# 99999 School/Dept. ILH

Table with 5 columns: Date, From - To (Destination), Purpose (for mileage) or Description (meals, lodging, taxi), # of Miles, Amount (attach receipt). Includes rows for various dates and destinations like ESC to Mall Annex, ESC to MIR, ESC to CAM, ESC to NRM, ESC to LGV, and ESC to TBHS. Totals: Subtotal Miles x \$0.54 = 41.2 \$22.47, Total Cost / Other \$, Less Advance Received \$ (), Balance Due Employee or Refund Due District 22.47.

I, the undersigned, do hereby certify under penalty of perjury that the claim is a just, due and unpaid obligation against the Federal Way School District.

Employee Signature [Signature] Date 6/17/16

Supervisor's Signature _____ Date _____

Budget Approval Signature _____ Date _____

Table with 2 columns: Account Codes, Amount. Multiple empty rows for input.

Use procedures on reverse side

EXAMPLE