## Rainier School District

## EMPLOYEE REIMBURSEMENT REQUEST

Please submit in a timely manner (e.g., monthly or per term)

Remino	der: You can not request for pul	olic funds if your credit card red	ceives reward	ls or if you rece	eive rewards p	oints using a store reward program.
Name_			Date			
Date	Description (s		Miles	Per Diem	Lodging	Other Expenses (Specify)
Date	Description (for per diem, i	include time left distrcit)	IVIIICS	Ter Diem	Loughig	Other Expenses (Speeny)
	Total Miles	X Current milea	age rate @		_per mile \$	
	Total Claim \$ATTACH RECEIPTS (should match total amount on attached					
		For mileage cla				
Please N non-taxa travel ex	able if related to overnight tri	als relating to travel to and p or for school related busing	from a one oness meeting	lay workshop gs. You must	o/conference include desc	is taxable income to you. Meals ar cription of business purpose for all
incurred	that the above information is in connection with my duty.	s a true and correct statemer	nt of expense	es		
Employee	e Signature					
	-					

Supervisor Signature