

**Carrollton CUSD #1
Expense Reimbursement Form**

Name		Building	
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Date	Description & Purpose	Mileage			Lodging/ Other Travel	Meals	Misc Expense	Total
		Rate	Mileage	Reimbursement				

Mileage reimbursement is for personal car use only.

Total Expenses to be Reimbursed

Note: \$25.00/day Meal Allowance For Overnight Travel

Date:

Employee Signature

Otherwise The Meal Allowance is:

Date:

Principal/Supervisor Signature

Breakfast -\$6.50; Lunch -\$6.50; Dinner-\$12.00

Date:

Superintendent Signature