

# EXPENSE REIMBURSEMENT REPORT

GENERAL McLANE SCHOOL DISTRICT  
 EDUCATION CENTER  
 11771 EDINBORO ROAD  
 EDINBORO, PA 16412

MILEAGE RATE EFFECTIVE 1/1/2018 \$.463 STAFF \$.545 GMEA ***** <b>OBTAIN &amp; ATTACH RECEIPTS</b> ***** REIMBURSEMENT IS TO MAXIMUM FEDERAL PER DIEM RATES
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Employee's Name \_\_\_\_\_

Building Assigned \_\_\_\_\_

Purpose of Travel or Expenses \_\_\_\_\_

Location of Travel \_\_\_\_\_

Dates of Travel \_\_\_\_\_

**ITEMIZED EXPENSES —ATTACH RECEIPTS**

Date Incurred	Itemize separately all expenses, indicating the purpose and place the expenses were incurred (and persons for whom were paid if other than you) <b>REIMBURSEMENT IS LIMITED TO MAXIMUM FEDERAL PER DIEM RATES PER PUBLICATION 1542</b>	Amount
TOTAL EXPENSES		

I hereby certify that the expenses itemized above were incurred by me in the performance of my duties as an employee of the General McLane School District.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Approved by \_\_\_\_\_ Date \_\_\_\_\_

Payment Authorized \_\_\_\_\_ Business Manager Date \_\_\_\_\_

Account Number \_\_\_\_\_