

EXPENSE REIMBURSEMENT REPORT

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

MILEAGE RATE
 EFFECTIVE 1/1/2020
 \$.488 STAFF
 \$.575 GMEA
 MILEAGE RATE

OBTAIN & ATTACH RECEIPTS

 REIMBURSEMENT IS TO
 MAXIMUM FEDERAL
 PER DIEM RATES

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) REIMBURSEMENT IS LIMITED TO MAXIMUM FEDERAL PER DIEM RATES PER PUBLICATION 1542	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 _____

Approved by _____ Date _____

Payment Authorized _____ Business Manager Date _____

Account Number _____