

**RIVERCREST SCHOOL DISTRICT #57  
TRAVEL REIMBURSEMENT FORM**

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Reason(s) for Travel \_\_\_\_\_

(If for a Workshop – Give Specific Name of Workshop)

<b>TRAVEL BY PRIVATELY OWNED VEHICLE WITH DISTRICT APPROVAL</b>					
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DATE	BETWEEN WHAT POINTS		MILES (39¢ Per Mile)	*LODGING *Attach Receipts	*INCIDENTALS *Attach Receipts	MEALS \$ Amount No Receipts
	FROM	TO				
<b>TOTALS</b>						

**\*ATTACH REQUIRED RECEIPTS**

SUB-TOTAL W/O Mileage \$ \_\_\_\_\_

ONLY MILEAGE TOTAL \$ \_\_\_\_\_

TOTAL AMOUNT DUE \$ \_\_\_\_\_

APPROVED BY \_\_\_\_\_  
SUPERVISOR OR PRINCIPAL

\_\_\_\_\_  
SUPERINTENDANT

