

Meals and mileage will be reimbursed for the actual expenditures (no reimbursement for alcoholic beverages) when the "Out of District Travel Expenses" form and receipts are submitted to Accounts Payable.

*Original receipts must be provided for reimbursement.

TOTAL COST: \$ _____

Supervisor's Comments/Rationale and Recommendation:

Signature of Supervisor _____ **Date:** _____

ALL REQUESTS ARE TO BE SUBMITTED TO THE ASSISTANT SUPERINTENDENT

APPROVED: _____

NOT APPROVED: _____

Comment: