

**MISSION VALLEY SCHOOLS USD #330  
CLAIM VOUCHER**

Name \_\_\_\_\_

VOUCHER# \_\_\_\_\_

Address \_\_\_\_\_

Date of Claim \_\_\_\_\_

Description of Claim	Amount
<b>Total Claim</b>	<b>\$</b>

I hereby certify that the above itemized account is true and correct, and that the same is a lawful claim due and unpaid.

BDGT YR	FUND#	FUNCTION#	PROGRAM# or name	OBJECT#	LOCATION#	SA#

Signature \_\_\_\_\_

Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

## Reimbursements

Claims for reimbursement will only be paid if submitted to the District Office **within 90 days from the date of expense(s)**. Also, any claims for reimbursement must be submitted by the last day of the school year. All receipts for meals will be attached to the claim voucher. Receipts **must** be itemized or reimbursement will not be allowed

Employees on authorized school business will be reimbursed as follows:

- Meal reimbursement will be as follows:

	Employee	Student
Per Day (Actual expenses not to exceed)	\$20.00	\$15.00
Per Day for an overnight stay (Actual expenses not to exceed)	\$26.00	\$21.00

- Meals covered, as part of registration will not be applicable to the above limits.
- 53.5 cents per mile for use of personal car (**reimbursement will not be allowed if a school vehicle is available**).
- Actual lodging expenses will be paid (motel/hotel receipt must be submitted with claim voucher).

## Other Items

1. The above reimbursement expenses apply to in-state travel. Out of state expenses will be determined on an individual basis and approved prior to the event. The current out of state rate is \$40.00 for adults and \$30.00 for students **per day**. **All receipts must be itemized in order to receive reimbursement.**
2. Trips within a 40-mile radius of Eskridge will be considered home, and lodging expenses will not be allowed unless special permission is obtained from the Superintendent.
3. Any meal reimbursements for a day trip (not an overnight stay) are considered taxable income and must be paid through payroll so that payroll taxes can be deducted. This in an IRS ruling.

Revised 7/27/2015