

Grandview R-II School District Trip Expense Report

Receipts must be submitted for meals, lodging, and other expenses. Please include the itemized meal receipt. If your trip is not approved by Administration, no expenses will be reimbursed. Please use the school credit card and tax-exempt form for meals and lodging.

Only mileage will be reimbursed to individuals.

A P.O. will need to be submitted ahead of time for any Lodging and Workshop Fees.

Date Submitted: _____

Name: _____

Purpose of Trip: _____

Trip/Workshop Name: _____

Date of Trip: _____

Mileage X 2 for Roundtrip _____ X \$ 0.655 per mile \$ _____

Meal Expense (please attach receipts): _____

Lodging Expense (please attach receipts): _____

Other Expenses (please attach receipts): _____

Administrative Approval: _____

****Please attach a copy of your map route for the mileage. ****