RAINIER SCHOOL DISTRICT #13
EMPLOYEE TRAVEL/EXPENSE REIMBURSEMENT FORM

Employee Name: _____ **Date:** _____

Date from	Date to	Destination/Description	MILES	LODGING $	MEALS $	OTHER EXPENSE $
		TOTAL MILES	0			
		2019 mileage rate	**0.580**			
		TOTAL EXPENSE REQUEST	$0.00	$0.00	$0.00	$0.00
				GRAND TOTAL		$0.00

_____

Requestor signature

_____

Administrator signature - Approval

To be completed by District Office:		
GL Description	Account Code	Amount
	TOTAL	$0.00

Please Note: Reimbursement for meals relating to travel to and from a one day workshop/conference is taxable income to you. Meals are non-taxable if related to overnight trip or for school related business meetings. You must include description of business purpose for all travel expenses.