

Sargent Central Public School
Reimbursement Request - Effective Jan. 1st, 2019

| Date | Item/Description/Destination | Cost | Mileage | | | Total |
|------------------------------------|------------------------------|------|---------|-------|----------|-------|
| | | | Bus | Other | Personal | |
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| Total Reimbursement Request | | | | | | |

Meals: Breakfast = \$13.00
Lunch = \$14.00
Supper = \$23.00

Mileage: Bus = .30 cents per mile
*Other = .20 cents per mile
Personal = .58 cents per mile

Lodging: \$94.00 per day allowance

**Other is school SUV/Van/Short Bus*

Printed Name & Signature with Date

Administrator Signature (Authorization for Payment) with Date

Fund Program Function Object #