KANE SCHOOL DISTRICT
PAYMENT / REIMBURSEMENT VOUCHER

Revised 1/2/2013

Date: _____
Name: _____ Address: _____
School: _____

Date	Purpose of Travel or Description of Reimbursement	R/T mileage	Meals	Budget Number	Amount

Principal or Supervisor Approval

_____

Invoice # _____
Vendor # _____

Your Signature:

_____

Business Manager's Approval

_____

DIRECTIONS:

1. Reimbursement Voucher must be completed within five (5) working days after the activity or transaction was completed.
2. Attach copies of receipts for your reimbursable purchases (except for meals and automobile mileage).
3. See below for schedule of amounts allowed for meals and mileage.

Mileage rates for use of personal vehicle are - $.41 if you choose to use your own car or $.48 if no District Car is available.
(The above mileage reimbursement rates are effective as of 1/02/13)

Note: Personal mileage can only be requested for travel which has been authorized by school level administration or District level administration.

Meals:	**In-State**	**Out of State**
Breakfast	$7.00	$8.00
Lunch	$8.00	$9.00
Dinner	$15.00	$17.00

An employee can claim breakfast expense if they leave before 6:00 a.m.
An employee can claim dinner expense if they arrive back home after 6:00 p.m

Note: Any meals or expense that is included in a registration amount or meals provided at the in-service/workshop cannot be claimed for reimbursement.