

# KANE SCHOOL DISTRICT PAYMENT / REIMBURSEMENT VOUCHER

Revised April 2022

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

| Date | Purpose of Travel<br>or Description of Reimbursement | R/T<br>mileage | Meals | Budget Number | Amount |
|------|--|----------------|-------|---------------|--------|
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| <p><b>Principal or Supervisor Approval</b></p> <p>_____</p> <p>Invoice # _____</p> <p>Vendor # _____</p> | <p><b>Your Signature:</b></p> <p>_____</p> <p><b>Business Manager's Approval</b></p> <p>_____</p> |
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**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 - \$.50 per mile. (Effective for Travel after 5/1/2022)**

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

**Note, the below meal rates are effective for travel after 5/1/2022**

| <u>Meals:</u> | <u>In-State</u> | <u>Out of State</u> |
|---------------|-----------------|---------------------|
| Breakfast     | \$8.00          | \$9.00              |
| Lunch         | \$12.00         | \$13.00             |
| Dinner        | \$18.00         | \$20.00             |

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.**