

REQUEST FOR REIMBURSEMENT
(DUE 1ST OF EACH MONTH)

MEMO FOR: BOARD SECRETARY
VAN BUREN COMMUNITY SCHOOL DISTRICT

I REQUEST PAYMENT BE MADE FOR THE FOLLOWING LISTED SERVICES THAT WERE PERFORMED FOR THE VAN BUREN COMMUNITY SCHOOL DISTRICT.

DESCRIPTION OF SERVICES

MUST INCLUDE DATES - CONFERENCE OR MEETING ATTENDED - TYPES OF SERVICE AND/OR NUMBER OF HOURS OR DAYS OF SERVICE.

REQUESTS FOR MILEAGE MUST INCLUDE DATE, PLACE TRAVELED, AND MILES.

REQUESTS FOR OTHER REIMBURSEMENTS SUCH AS MEALS, LODGING, PARKING, REGISTRATIONS, SUPPLIES, MUST BE ACCOMPANIED BY A RECEIPT BEFORE PAYMENT WILL BE MADE

PLEASE INCLUDE BUDGET CODE, IF KNOWN.

(SIGNATURE OF CLAIMANT)

(APPROVAL SIGNATURE OF ADMINISTRATOR)

(DATE)

(DATE RECEIVED)

(REQUESTS FOR REIMBURSEMENT ARE DUE IN THE BOARD SECRETARY'S OFFICE BY THE 1ST OF EACH MONTH. REQUESTS RECEIVED AFTER THE 1ST WILL BE ADDED IN THE NEXT MONTH'S BILLS.) ALL REQUESTS MUST HAVE AN APPROVAL SIGNATURE BEFORE PAYMENT WILL BE MADE.