

CLAIM FOR REIMBURSEMENT

DO NOT FILL IN GRAY AREAS

(See Instructions On Reverse Side)

Vendor # _____

Name _____ Dept. _____ School _____

Date _____ Location _____

Meeting/Conference _____

Purpose _____

*Mileage (See Reverse)

**Meals Breakfast
Lunch
Dinner
Total (Attach receipts)

*** Hotel Costs
Other Fees (parking, books, etc.)
(Attach receipts minus tax)

Miles Traveled	Amount	Total
Number of Meals		

Description: _____

Total Expenses	
Less Advances	
Balance Due	

Employee Signature

Date

Supervisor/Principal Approval

Date

District Administrator/Business Manager

Date

Account Code				
Fund	Location	Object	Function	Project

**Mileage Rates: Badger/Joint#1 at negotiated rate. See instructions on the reverse side.

**Meals: The latest US General Services Administration Index will be used to determine the maximum.
Attach receipts.

*** Reimbursements will not include tax unless approved by Business Manager.

revised 1/2009

MILEAGE LOG

Lake Geneva to:	Appleton	145
	Beaver Dam	85
	Beloit	35
	Burlington	15
	Chicago	80
	Delavan	15
	Eau Claire	250
	Elkhorn	10
	Fontana	10
	Fort Atkinson	40
	Fond du Lac	100
	Green Bay	165
	Janesville	35
	Kenosha	35
	LaCrosse	215
	Madison	75
	Manitowoc	135
	Milton	37
	Milwaukee	50
	Mukwonago	25
	Oconomowoc	50
	Oshkosh	125
	Racine	40
	Rhineland	270
	Sheboygan	100
	Stevens Point	180
	Tomah	170
	Union Grove	25
	Walworth	15
	Waterford	30
	Watertown	60
	Waukesha	40
	Wausau	210
	West Bend	80
	Whitewater	25
	Williams Bay	5
	Wisconsin Dells	130

- 1 Fill in name (as check should be issued), department or grade, school and date of claim.
 - 2 Complete itemization of each trip; include date of travel, name of seminar/conference/meeting, purpose of trip and the location including city and state.
 - 3 Enter mileage* from MILEAGE LOG, cost of meals** (include number of people if paid for more than yourself), parking or any miscellaneous charges which have not been pre-paid by the district.
 - 4 ATTACH ALL RECEIPTS.
 - 5 Sign and date your claim, then forward to your supervisor or principal for approval.
- * Mileage for in-state travel will be reimbursed at the teachers' negotiated rate per mile. Mileage will be paid from Lake Geneva to destination and return to Lake Geneva in accordance with mileage log. In the event that the destination is not listed on the log, Mapquest.com will be used to determine the distance from Lake Geneva to destination and return to Lake Geneva. All out-of-state travel must be reviewed and approved by the Business Manager prior to departure. Where air travel is necessary, reimbursement will be at the regular coach round trip fare or group rate (if applicable), whichever is less. This rate will be reimbursed whether the individual flies or drives. Student group advisors who drive out-of-state will be reimbursed at the teachers' negotiated rate per mile.
- ** **Meal receipts are to be submitted with your claim.**
The latest U.S. General Services Administration rate will determine the maximum per meal reimbursement. The Milwaukee Index will be used for all in-state travel, except Madison (Madison Index will be used). Include the number of people per meal if paying for more than yourself.
- *** See Lodging policy for proper procedure in making reservations. Lodging accommodations must be approved in advance by the Business Manager. Reservations should be made in advance with a Requisition/Purchase Order, showing date of lodging, rate, etc. and must be approved by the Business Manager. If a Purchase Order is not honored and you need to pay, take a copy of the district's tax exempt certificate so you don't get charged for tax.
You will not be reimbursed for tax.
- 6 School employees incurring expenses for school business is discouraged, however, should this occasionally happen, an amount of less than \$30.00 will be reimbursed with an accounts payable check on the day following the next scheduled board meeting provided the claim form was approved by the Business Manager by the 20th of the preceding month. Employees incurring expenses in an amount greater than \$30.00 will be reimbursed with an accounts payable check as soon as the reimbursement claim form has been approved by the Business Manager and as quickly as a check can be processed by the accounts payable department. Receipts must be attached and reimbursement will not include tax.