South Panola School District

ph. 662.563.9361 209 Boothe Street, Batesville MS 38606 fx. 662.563.4524

Expense Reimbursement Form

Revised January 12, 2015

Employ	ee Name :		Signature o	f Employee:			
Source (A	Account #)		•	Date of Submission:			
,	,		0:				
Employee #::		Signature of Supervisor:					
Scho	ol / Dept.:			Verified by:	<u> </u>		
		Travel / Milea	ge Reimbur	sement Sec	ction		
Date Location - Tr		- Traveled To / From	Purpose of Travel		Miles	Rate	Amount
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00 \$0.00
						\$0.575 \$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
						\$0.575	\$0.00
		Out Tatal of T	 		<u> </u>	\$0.575	\$0.00 0.00
Sub-Total of Travel / Mileage Expenses >>>						ות	., .,,,
	•						
0	vernight	Travel Expense S					
O Date							MS) Amount
		Travel Expense S	Section: (Per	diem rate for mea	als \$41.00 fo	r all areas in	Amount \$0.00
		Travel Expense S	Section: (Per	diem rate for mea	als \$41.00 fo	r all areas in	Amount \$0.00
		Travel Expense S	Section: (Per	diem rate for mea	als \$41.00 fo	r all areas in	Amount \$0.00 \$0.00 \$0.00
		Travel Expense S	Section: (Per	diem rate for mea	als \$41.00 fo	r all areas in	Amount \$0.00 \$0.00 \$0.00 \$0.00
		Travel Expense S	Section: (Per	diem rate for mea	als \$41.00 fo	r all areas in	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
		Travel Expense S	Section: (Per	diem rate for mea	als \$41.00 fo	r all areas in	Amount \$0.00 \$0.00 \$0.00 \$0.00
		Travel Expense S	Section: (Per	diem rate for mea	als \$41.00 fo	r all areas in	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
		Travel Expense S	Section: (Per	Breakfast	Lunch	r all areas in	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	Sub-Total of C	Room Cost Room Cost Overnight Travesc / Expens	Breakfast El Expense >	Lunch	Dinner	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	**Expense Same Location of Hotel Sub-Total of Career Same Same Same Same Same Same Same Same	Room Cost Room Cost Dvernight Trave Sc / Expens Fees, Taxi fees, Tra	Breakfast El Expense > Se Section:	Lunch	Dinner	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	Sub-Total of C	Room Cost Room Cost Overnight Travesc / Expens	Breakfast El Expense > Se Section:	Lunch	Dinner	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	Sub-Total of C	Room Cost Room Cost Dvernight Trave Sc / Expens Fees, Taxi fees, Tra	Breakfast El Expense > Se Section:	Lunch	Dinner	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	Sub-Total of C	Room Cost Room Cost Dvernight Trave Sc / Expens Fees, Taxi fees, Tra	Breakfast El Expense > Se Section:	Lunch	Dinner	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	Sub-Total of C	Room Cost Room Cost Dvernight Trave Sc / Expens Fees, Taxi fees, Tra	Breakfast El Expense > Se Section:	Lunch	Dinner	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	Sub-Total of C	Room Cost Room Cost Dvernight Trave Sc / Expens Fees, Taxi fees, Tra	Breakfast El Expense > Se Section:	Lunch	Dinner	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name	Sub-Total of C Other Mismize - Airline Tickets, Parking	Room Cost Room Cost Dvernight Trave Sc / Expens Fees, Taxi fees, Tra	Breakfast El Expense >: Se Section: vel Tolls, etc Reco	Lunch Lunch	pall areas in Dinner \$0	Amount \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
	Name Note: Ite Date	Sub-Total of C Other Mismize - Airline Tickets, Parking	Room Cost Room Cost Overnight Trave Sc / Expens Fees, Taxi fees, Tra Descript Other Misc / E	Breakfast Breakfast el Expense >: se Section: vel Tolls, etc Reco	Lunch Lunch >>>	pall areas in Dinner \$0 stacked!	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00