Northfield PUBLIC SCHOOLS

Expense Reimbursement

Employee Name: _____

			ATTACH RECEIPTS (Itemized Receipts are Required)				
Date	**Destination, Purpose, Description** (if claiming mileage you must include your TO and FROM location)	**Miles**	**Lodging**	**Meals**	**Parking**	**Other**	**Total**
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total Mileage		-	**@ $0.545 cents per mile (eff 1/1/2018)**				-
						GRAND TOTAL	-

Employee Signature: _____ Date: _____

I declare under the penalties of perjury that this account, claim or demand is just and true and that no part of it has been paid.

Supervisor Signature: _____ Date: _____

FOR OFFICE USE ONLY	
ACCOUNT CODE	**AMOUNT**