BERRIEN SPRINGS PUBLIC SCHOOLS

Employee Expense Reimbursement

Employee Name:

BUILDING/CENTER:

Expense Period

From:

To:

2020 MILEAGE RATE=$.575
2019 MILEAGE RATE=$.580
2018 MILEAGE RATE=$.545

Travel/Mileage Requests

DATE	PURPOSE	DESTINATION	TOTAL MILES	RATE	COST
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
				0.575	-
			SUBTOTAL		$ -

Supply/Purchase/Meal Requests

DATE	DESCRIPTION	BUDGET #	COST
		SUBTOTAL	$ -
		TOTAL REIMBURSEMENT	$ -

Don't forget to attach receipts.
Meal reimbursements must have itemized food/beverage receipt!

Employee Signature Date

Approval Signature Date