

Central Curry School District 1

29516 Ellensburg Ave.

Gold Beach, OR 97444

District Office

Phone: (541) 247-2003 Fax: (541) 247-9717

EXPENSE REIMBURSEMENT REQUEST

Person making request:_____ Travel Date(s):_____

Nature of Business:_____

Destination:_____ Travel Method:_____

FOOD

of Breakfasts:_____ X \$10.00 max. = _____

of Lunches: _____ X \$15.00 max. = _____

of Dinners: _____ X \$20.00 max. = _____

MILEAGE

of Miles: _____ X \$0.70 = _____

LODGING

of Nights: _____ X \$ _____ = _____

MISCELLANEOUS

TOTAL

\$ _____

Signature of person making request

Date

Superintendent/Principal/Supervisor

Date

*****Receipts must be provided for all expense reimbursement items*****