



FALLS CITY SCHOOL DISTRICT #57

111 N Main Street
Falls City, OR 97344
Phone: 503-787-3521

District FAX: 503-787-5805
Elem School FAX: 503-787-3239
High School FAX: 503-787-1507

"Falls City School District provides well-rounded opportunities for students to become productive, positive citizens and life-long learners"

Art Houghtaling

Micke Kidd

intendent / Elementary School Principal

High School Principal

REIMBURSEMENT FORM

August 15, 2019

Name:

Date:

Signature:

Instructions:

1. Attach ORIGINAL receipts for all reimbursements.
2. Claim vouchers must be submitted once monthly by the last working day of each month.
Expenses will not be paid or accepted after 90 calendar days.
3. All claim forms must be signed by claimant and approved by supervisor.
4. 2019 Federal mileage reimbursement rate is \$0.58 per mile

Date Purchased/Traveled	Description (ie: supplies, conference, mileage to/from ?...)	Number of Miles	Mileage Rate	Requested Amount
6/1/2016	SAMPLE: Dallas Lawn & Garden	15	0.58	8.18
			0.58	0
			0.58	0
			0.58	0
			0.58	0
			0.58	0
			0.58	0
			0.58	0
			0.58	0
Total requesting:				0

Supervisor's Approval:

Date:

Account Number (s)	Amount