



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

Superintendent/Elementary School Principal

Micke Kidd

High School Principal

REIMBURSEMENT FORM

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. 2020 Federal mileage reimbursement rate is \$0.575 per mile

Date Purchased/Traveled	Description (ie: supplies, conference, mileage to/from ?...)	Number of Miles	Mileage Rate	Requested Amount
8/1/2018	SAMPLE: From Falls City High School to Mapleton MS Girls Basketball Game	20	0.575	11.5
Total requesting:				0

Supervisor's Approval: _____

Date: _____

Account Number (s)	Amount