NEWBERG SCHOOL DISTRICT 29J EXPENSE REIMBURSEMENT FORM

August 2022 Update

Destination		Reason for Trip or Miscellaneous Charge			Miles In-District	Out of	District	Misc.	
То	From	reason for trip of Miscellaneous			as charge	(0341)	Miles (0342)	Meals (0342)	Charges
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
								\$	\$
					Mileage Sub Totals :				
Signature			Date Submitted		* Mileage Rate :	\$	\$		
Receipts for all charges except miles driven must be attached. Mileage to a					Column Totals :	\$	\$	\$	\$
									\$
Payment will be made within 7 working days after the approved reimbursement					#Mileage older than 90 days will not be reimbursed per Board Policy		Less Travel Advance : \$		
is received by the business office.							Balance Due : \$		
Budget Code Total									
			\$						
			\$						
\$			\$		Budget Administrator's Signature Date				
\$									
ce:									
			_						
Date					Director of Business Services				
,	Signature for all charge conference/wo rill be made w	To From Signature For all charges except mile conference/workshop please will be made within 7 working is received by a Budget Code	Signature for all charges except miles driven must be at conference/workshop please attach official world be made within 7 working days after the ap is received by the business office. Budget Code	Signature Signature Date Submitted for all charges except miles driven must be attached. Mileage to a conference/workshop please attach official workshop info. Till be made within 7 working days after the approved reimbursement is received by the business office. Budget Code Total \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Signature Date Submitted for all charges except miles driven must be attached. Mileage to a conference/workshop please attach official workshop info. Fill be made within 7 working days after the approved reimbursement is received by the business office. Budget Code Total \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	To From Reason for Trip or Miscellaneous Charge To From Miscellaneous Charge Reason for Trip or Miscellaneous Charge Mileage Sub Totals: * Mileage Sub Totals: * Mileage Sub Totals: * Mileage Rate: Column Totals: * Column Totals: #Mileage older than 90 obe reimbursed per Bo Budget Code Total \$ Budget Code Total \$ Budget Administration Budget Administr	Reason for Trip or Miscellaneous Charge In-District (0341) To From Reason for Trip or Miscellaneous Charge In-District (0341) In-District (0341)	Reason for Trip or Miscellaneous Charge In-District (0341) Miles (0342) To From	The District To From Reason for Trip or Miscellaneous Charge In-District (ID41) Miles (ID42) Meals (ID42)

^{*} Mileage rate effective **January 1, 2023**