

NEWBERG SCHOOL DISTRICT 29J  
EXPENSE REIMBURSEMENT FORM

August 2022 Update

NAME : \_\_\_\_\_

Date	Destination		Reason for Trip or Miscellaneous Charge	Miles In-District (0341)	Out of District		Misc. Charges
	To	From			Miles (0342)	Meals (0342)	
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$

Mileage Sub Totals :				
* Mileage Rate :	\$	\$		
Column Totals :	\$	\$	\$	\$
<b>#Mileage older than 90 days will not be reimbursed per Board Policy</b>			Voucher Total :	\$
			Less Travel Advance :	\$
			Balance Due :	\$

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

**Receipts for all charges except miles driven must be attached. Mileage to a conference/workshop please attach official workshop info.**

Payment will be made within 7 working days after the approved reimbursement is received by the business office.

Budget Code	Total
	\$
	\$
	\$
	\$

\_\_\_\_\_  
Budget Administrator's Signature

\_\_\_\_\_  
Date

District Office : \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Business Services

\* Mileage rate effective January 1, 2023