

**READING COMMUNITY SCHOOLS  
Request for Reimbursement**

Name \_\_\_\_\_ Date of Meeting \_\_\_\_\_

Name of Meeting \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Location of Meeting \_\_\_\_\_

**Registration** (Receipt to be submitted with this form) ..... \$ \_\_\_\_\_

**Meals (Itemized** receipts to be submitted with this form) .....  
(\$45 per day maximum) \_\_\_\_\_

**Hotel** (Receipt to be submitted with this form) ..... \_\_\_\_\_

**Automobile:** Miles traveled \_\_\_\_\_ @ .545 per mile (After 1/1/2018) \_\_\_\_\_

Miles traveled \_\_\_\_\_ @ .535 per mile (Prior 1/1/2018) \_\_\_\_\_

**Parking, Tolls** ..... \_\_\_\_\_

**Plane, Train or Bus** ..... \_\_\_\_\_

**Miscellaneous** (Supplies, etc.) (Receipts to be submitted with this form) \_\_\_\_\_

Grand Total. .... \$ \_\_\_\_\_

Report on trip (Please include your evaluation of its quality and its value to the educational program).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above expenses were incurred for school purposes

Approval

\_\_\_\_\_  
Principal or Director                      Date

Payee's Signature                      Date

\_\_\_\_\_  
Superintendent                              Date

**Requisition Data**

A/C # \_\_\_\_\_

Vendor # \_\_\_\_\_

Requisition # \_\_\_\_\_

Date Entered \_\_\_\_\_

\_\_\_\_\_  
Treasurer's Certificate                      Date

*It is hereby certified that the amount required to meet the contract, agreement, obligation payment or expenditure for the above has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in process of collection*