



MORRISVILLE-EATON CENTRAL SCHOOL DISTRICT

PO Box 990
 Morrisville, NY 13408
 Phone: 315-684-9158
 Fax: 315-684-9171

Form REQ-4
**REIMBURSEMENT
 CLAIM FORM**

Submit to the Business Office, Attn: ACCOUNTS PAYABLE

Date: _____

Name: _____ Building: _____

Address : _____
Address City State Zip

Reimbursements for goods/services REQUIRE detailed receipts. Sales and other taxes are NOT reimbursed.

DATE	QTY	ITEM DESCRIPTION	UNIT \$	TOTAL COST
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal:				\$ -

DATE	MILES	TRIP DESCRIPTION	per Mile*	TOTAL COST
			\$ 0.575	\$ -
			\$ 0.575	\$ -
			\$ 0.575	\$ -
			\$ 0.575	\$ -
			\$ 0.575	\$ -
Subtotal:				\$ -

FUND	FUNCT'N	OBJECT	LOCAT'N	PROGRM	
TOTAL:					\$ -
PO #		VENDOR #			

* Per Mile rates are set by the IRS. The rate for 2020 = \$0.575/mile.

This is to certify that the materials and/or services charged and included in the above claim have been actually performed for, furnished and/or delivered to the above named Board of Education.

Signature of Claimant _____

Approved by Supervisor _____

Approved by Purchasing Official _____



CLAIM FORM

**REIMBURSEMENT
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GENERAL INFORMATION RELATING TO TRAVEL EXPENSES:

Travel expenses may be claimed for travel which has been approved IN ADVANCE by your supervisor.

For conferences 60 or more miles away OR that are multiple-day conferences, the District will reimburse, or pay directly, for lodging at the conference site, or at another location.

Claims shall be limited to actual, reasonable expenses incurred during the course of travel on behalf of the Morrisville-Eaton Central School District.

For budgeting purposes, reasonable meal costs, per the IRS, should be approximately:

\$13.00 for Breakfast

\$14.00 for lunch

\$23.00 for dinner

Reimbursement for gratuities (tips) shall not exceed 18% of the pre-tax meal cost and must be documented with a receipt documenting the gratuity paid.

You may include:

- 1 Breakfast when you are away overnight the night before, OR when the schedule requires you to commence travel prior to 6:00 a.m.*
- 2 Lunch, when approved travel requires that you be away from home or normal work place during the hours of 11:00 am through 1:30 pm. * (See note below.)*
- 3 Dinner, when approved travel will result in returning home after 7:00 pm.*

** Note about lunch: IF your travel is only a one-day trip AND your meal is NOT included in the cost of the seminar, reimbursement for lunch is considered TAXABLE income by the IRS. Because of the additional reporting requirements, the District will NOT reimburse for these costs.*

You may NOT include:

- 1 Any alcoholic beverage*
- 2 Any personal service or entertainment expenses*
- 3 Expenses for a spouse, family member, or anyone else that travels with you*
- 4 Anything other than means, mileage, approved transportation (airfare, train tickets, taxis, shuttles, etc), lodging, and reasonable incidental expenses such as parking and tolls.*

ALL claimed expenses MUST be supported with a detailed receipt. Summary receipts (with totals only) are not acceptable and will NOT result in reimbursement.