

# SCHOOL DISTRICT OF EDGAR

## Travel Expense Reimbursement Request

Principal Approval \_\_\_\_\_

Administrator Approval \_\_\_\_\_

Name \_\_\_\_\_

Date(s) \_\_\_\_\_

Location \_\_\_\_\_

Event \_\_\_\_\_

Budget Fund \_\_\_\_\_ Object \_\_\_\_\_ Function \_\_\_\_\_ Project \_\_\_\_\_

**1. MILEAGE/GASOLINE**

School Van - Gasoline Purchased

Personal Vehicle Gasoline - Van Available But Not Used

Personal Vehicle Mileage - Van Not Available: \_\_\_\_\_ Miles @ \$.50

**2. MEALS**

Meals - Day Trip - \*Reimbursement is Taxable Income

Meals - Overnight Trip - Reimbursement is Not Taxable Income

**3. LODGING/OTHER EXPENSES**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reimbursement Requested

- Notes:
- Receipts are required--attach receipts or receipt copies. A separate reimbursement form is needed for each event.
  - Meal reimbursement includes food, beverage, tax, and tip. Meals are reimbursed up to \$6 for breakfast, \$7 for lunch, and \$17 for dinner.
  - \*Meals which the IRS considers taxable income will be paid when requested, will be accumulated from December to November, and will be added to your earnings in the first payroll of December. The meals are subject to federal, state, and social security taxes.
  - If a meal is an integral part of a registration fee, such that the amount is not listed separately, or cannot be determined based on the registration form, the meal is not taxable income.