

Battenkill Valley Expense Report Arlington School District Expense Report

Name

Authorized by

Per Mile Reimbursement

District

Date Submitted

IRS Rate for 2018
Total Reimbursement Due

Please note ASD or BVSU

Please submit all receipts with this form.

Date	Description of Expense	Miles Traveled	Miscellaneous	Miscellaneous Notes	Total
Total					

Notes: Sales tax will not be reimbursed. Contact business office for a tax exempt certificate.
For meetings, trainings, and conferences, please include any certificate of attendance, agenda, sign up form, etc

Employee Signature _____
Account #:
Account #:
Account #:

Date _____

Food Allowance per day: Breakfast \$10.00 / Lunch \$13.50 / Dinner \$22.50 (All receipts required. No alcohol)

Supervisor Signature _____

Date _____

Superintendent or Business Manager Signature _____

Date _____