

**THERMALITO UNION SCHOOL DISTRICT  
REIMBURSEMENT CLAIM FOR TRAVEL/WORKSHOP EXPENSES**

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Account Code: \_\_\_\_\_

Organization and Location of Meeting or Conference:

\_\_\_\_\_

\_\_\_\_\_

Dates of Departure and Return \_\_\_\_\_

Actual Expenses: *Original itemized receipts are required for all expenses except mileage.*

Date				
Miles Driven				
Miles x \$ 0.58 =				
Breakfast				
Lunch				
Dinner				
*Transportation				
*Lodging				
*Registration				
*Parking/Tolls				
*Other				
Totals				

Grand Total: \_\_\_\_\_

Less Advance Received ..... \_\_\_\_\_

Reimbursement Due Employee ..... \_\_\_\_\_

or

Amount To Be Returned to District (attach check payable to TUSD) ..... \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

Approved: \_\_\_\_\_  
Principal/Program Manager/Superintendent

\_\_\_\_\_  
Assistant Superintendent of Business

**NOTE: Meals will be reimbursed at the per diem amounts established by the U.S. General Services Administration based on County or City. Forms should be submitted to the Business Office with all supporting documents attached, an approval signature from the program manager, and account code assigned. Reimbursement requests or expense reconciliations must be submitted within fourteen (14) following return to the District.**

Revised: 01/02/19

Board Approved: 12/13/18