

Colton School District #53 Reimbursement Request

Month of: _____
(turn in one request per month)

Employee/Claimant Name:	
School/Location:	
Date Submitted:	

Date	Description/Purpose	Mileage	Lodging	Meals	Other	Code
TOTALS						

Total Miles @ \$.535/mile:	
Total Lodging/Meals/Other:	
Total Claim:	
Less Advance Funds:	
Total Owed to Claimant or Due to District:	

Signature of Employee/Claimant Date

Payment Approval Date
Supervisor Approval done during the PO electronic process.

Purchase Order #: _____

Code	Account	Total

Completed reimbursements requests with approved purchase order are due to the district office no later than 10 days after the end of the month. Reimbursements will be made on the 15th (or the following workday if the 15th falls on a non-workday) of the month received. Reimbursements will be automatically deposited to the employee's bank account on file for payroll. If no account is available, a check will be mailed to the home address on file.