Rowan - Salisbury School System

Request for Reimbursement of DAILY TRAVEL

(Form is valid ONLY for travel from January 1, 2023 - June 30, 2023)

(Please print clearly)

Name: _____ **Employee No (last 6):** _____ **Vendor No:** _____

Home Address _____ **Position** _____

School _____

Please select the locations from the drop down menu for "From" and "To"						
Date (MM/DD/YYYY)	From	To	Purpose	Miles Traveled	Other Expenses (No Meals) Description	Amount
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Please include any Non-RSS Facility related daily travel on page 2, which can be found by scrolling down:						
Totals From Back of This Form				-		-
				-		-

NOTE: Mileage measured from worksite (home base or 1st destination) or home, whichever is less (includes weekend travel).

Note: Original Receipts Required for Reimbursements.

Note: A conference program, meeting agenda or course syllabus
must accompany all requests for reimbursement if applicable.

I hereby certify that the information submitted on this form is true and accurate to the best of my knowledge.

Employee Signature: _____

Date: _____

Budget/Account Code: _____

Supervisor Signature: _____

Date: _____

Per-mile Allowable Rate:	$ 0.655
Total Miles X Per-mile Rate	$ -
Other Expenses	$ -
Total Reimb. Request:	**$ -**

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER REQUIRED BY THE SCHOOL BUDGET AND FISCAL CONTROL ACT

_____   _____   ✗ _____   _____
Asst. Supt. Or Designee Approval: Date: Chief Financial Officer   Date:

Important: Reimbursement requests must be turned in promptly and on a monthly basis. Late requests for reimbursement may be denied. If mileage is being paid out of more than one budget code, use separate forms for each budget code.

1/6/2023

(Form is valid ONLY for travel from July 1, 2021 - June 30, 2022)

Date	From	To	Purpose	Miles Traveled	Other Expenses (No Meals)	
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Please include any Non-RSS Facility related daily travel below:						
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	Totals (copy these to the front of this form above)			-		$ -

If mileage is being paid out of more than one budget code use seperate forms for each budget code.

1/6/2023