



**DIRECTIONS:**

1. SEE BELOW FOR REQUIRED DOCUMENTATION AND ATTACHMENTS THAT MUST BE SUBMITTED FOR REIMBURSEMENT.
2. SUBMIT ENTIRE FORM WITH APPLICABLE DOCUMENTATION ATTACHED.

<p style="text-align: center;"><b><u>General Purchases:</u></b></p> <p>Date: _____</p> <p>Reason/Purpose: _____ _____ _____ _____ _____</p> <p><input type="checkbox"/> Original Itemized Receipt Attached</p> <p>(Note: Sales Tax will <b><u>NOT</u></b> be reimbursed)</p>	<p style="text-align: center;"><b><u>Mileage:</u></b></p> <p>Date(s): _____</p> <p>Purpose: _____</p> <p>From: _____</p> <p>To: _____</p> <p>Location: _____</p> <p>Number of Miles traveled: _____ x Rate _____ = _____.</p> <p><i>Include name of locations traveled to and from including the town and state. <u>List each separately.</u></i></p> <p style="text-align: center;"><b><i>YOU MUST ATTACH A COPY OF MAPQUEST</i></b></p>
<p style="text-align: center;"><b><u>Conference/Travel:</u></b></p> <p>Date: _____</p> <p>Purpose: _____</p> <p><input type="checkbox"/> Completed Staff Trip Application Attached</p> <p><input type="checkbox"/> Proof of payment to Organization</p> <p>Acceptable proof of payment (<u>Pick One</u>):</p> <ul style="list-style-type: none"><li>- Original receipt from the organization.</li><li>- Copy of cancelled check (front and back).</li><li>- Copy of credit card statement (must have your name and last 4 digits of account number on it).</li></ul> <p><input type="checkbox"/> Proof of Attendance</p> <p>Acceptable proof of attendance:</p> <ul style="list-style-type: none"><li>- Brochure or Program from the event.</li><li>- Certificate from conference</li></ul>	<p style="text-align: center;"><b><u>Food Purchases</u></b></p> <p>Meeting/Events: _____</p> <p>Date: _____</p> <p>Reason/Purpose: _____ _____ _____</p> <p>Please Attach (<u>All</u>):</p> <ul style="list-style-type: none"><li>- Original Itemized Receipt</li><li>- Program, Invitation, Board/Meeting Minutes</li><li>- List of Attendees</li></ul>