

# POINT ARENA SCHOOLS CLAIM FOR REIMBURSEMENT

☐ ARENA ELEMENTARY    ☐ CAFETERIA    ☐ DISTRICT OFFICE  
☐ POINT ARENA H.S.    ☐ MAINTENANCE    ☐ OTHER  
☐ SOUTH COAST    ☐ TRANSPORTATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

***IMPORTANT: Original receipts and one copy must be attached to the claim. Please number receipts to correspond with number in first column. The amount reimbursed shall not exceed the district adopted allowances.***

Receipt No.	Description of Activity or Expense	Date	Miles	Lodging	Bkfst \$20.00	Lunch \$20.00	Dinner \$40.00	Misc. Expense
TOTAL LODGING, MEALS AND MISC.				\$	\$	\$	\$	\$
TOTAL MILEAGE ALLOWANCE				Total miles X IRS rate			\$	
							\$	

CLAIMANT'S SIGNATURE: \_\_\_\_\_

TOTAL CLAIM:

Business Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_ Site: \_\_\_\_\_

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

	Fund	Resource	Yr.	Object	School	Goal	Function	Dist. Def.	Amount

Distribution: Original – District Office    Yellow – MCOE    Pink – Return with Check

## STANDARD MILEAGE ROUND-TRIP TRAVEL

Annapolis	54
Boonville	54
Fort Bragg	94
Gualala	28
Laytonville	188
Manchester	12
Mendocino	68
Oakland	262
Potter Valley	134
Redwood Valley	120
San Francisco	256
Santa Rosa	166
Sea Ranch	48
Stewarts Point	60
Ukiah – Downtown	98
Ukiah – MCOE	102
Willits	144

1. Claims for reimbursement must be accompanied with original receipts. Photocopies are not acceptable.
2. Claims should be submitted within 30 days of date of expense. No claims will be paid which are submitted more than two months after the date of expense without the approval of the Superintendent or Designee.
3. Private vehicle mileage claims must specify actual mileage traveled. The purpose for travel must be explained on the expense form. Home-to-work mileage is not allowed.
4. If several employees are attending the same event, carpooling is encouraged so that only one claim for mileage reimbursement is made. Prior approval from the Superintendent or Designee is required if carpooling will not take place.
5. Employees will be reimbursed at the IRS rate per mile.

Please reference Education Code 44032 and 44033 for more information and specific policies.