



Red Clay Consolidated School District

Reimbursement Request

Cell Phone/Mileage/Supplies

- The Red Clay Consolidated School District Reimbursement Request must be sent to the Business Office within the following deadlines: Cell Phones (3 months at a time), Mileage (Monthly), Supplies (No More than 6 months at a time)
- **IMPORTANT NOTE:** Please attach all receipts, registration, and mileage detail to your reimbursement.

Employee Name: _____ Reimbursement Amount Total: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Note: Please complete chart and attach all receipts. Attach a copy of the mileage or supplies log to this cover page.

Date	Description	Amount

*Explanation/Reason for Reimbursement: _____

Coding: Please fill out the department funding below for all expense charges.

Budget Reference: _____ Fund: _____ Dept: _____
 Operating Unit: _____ Appropriation: _____ Program: _____
 Account Code: _____ Category Code: _____ School Location: _____
 PC Business Unit: _____ Project: _____ Activity: _____

Employee Certification

I do solemnly swear that the above mentioned expenses were incurred as a necessary expenditure in the conduct of state business and that the representations contained in this form are true and correct.

Employee Signature: _____

Principal Signature: _____

District Office Approval: _____

Date: _____

Check List

Supplies Log _____

Mileage Log _____

Receipts or Copy of Paid Bill _____

**Red Clay Consolidated School District
Personal Reimbursement
Mileage Log**

Name: _____

Employee ID _____

**Mileage must be submitted to the Business Office within 30 days after the end of the month
EX: July mileage must be submitted prior to August 30th.
Indicate if this trip is one way or round trip**

Date	FROM	TO	Round Trip Y/N	Tolls	# Miles

Mileage Rate: Number of miles * \$0.50

Total Miles

\$ -

Must have receipt for Tolls or ezpass Statement showing toll paid

Mileage Reimbursement @ \$0.50

Toll Reimbursement

Total Mileage/Tolls

\$ -
\$ -
\$ -

