



Creston School District No. 073

485 Southeast E Street

Creston, WA 99117

Voice: (509) 636-2721 Fax: (509) 636-2910 Net: www.creston.wednet.edu

Employee Expense Request and Reimbursement Form

1. This form must be submitted AND approved prior to committing the District to any expenses.
2. All necessary Purchase Orders, Registration Forms, and Trip Slips MUST be attached when submitting this form to the District Office for approval.
3. ORIGINAL RECEIPTS FOR ALL EXPENSES MUST BE SUBMITTED AS PART OF ACTUAL EXPENSES CLAIMED.

Employee Name _____ Date of Request _____

EXPENDITURES:

ESTIMATE OF EXPENDITURES

ACTUAL EXPENSES CLAIMED

Registration (attach Purchase Order)		
Accommodations (attach Purchase Order)	\$ _____	\$ _____
Meals: Breakfast _____ @ \$ _____	\$ _____	\$ _____
Lunch _____ @ \$ _____		
Dinner _____ @ \$ _____		
(See Map on Reverse for meal rates)		
Substitute: _____ Days @ \$130 per day	\$ _____	\$ _____
Mileage: _____ Miles @ .545 per mile	\$ _____	\$ _____
Other Expenses (list)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
ACCOUNT CODE DISTRIBUTION		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

APPROVAL OF ESTIMATE OF EXPENDITURES
EMPLOYEE

SUPERINTENDENT or PRINCIPAL APPROVAL

Signature Date

Signature Date

APPROVAL OF ACTUAL EXPENDITURES (Employee must sign certification below and submit any required original receipts)

I hereby certify under penalty of perjury that this a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

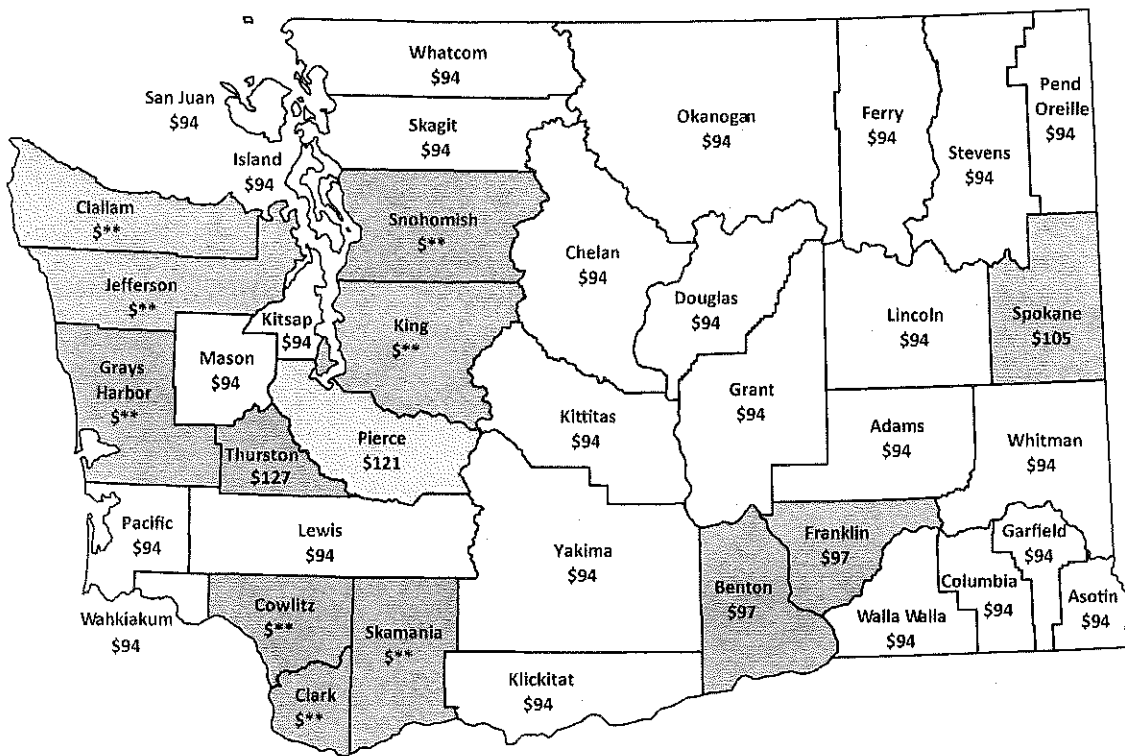
EMPLOYEE

SUPERINTENDENT or PRINCIPAL APPROVAL

Signature Date

Signature Date

Per Diem Rates - As of October 1, 2018



Meal Rates				
TOTAL	B	L	D	
\$55	\$14	\$16	\$25	
\$61	\$15	\$18	\$28	
\$66	\$16	\$20	\$30	
\$71	\$18	\$21	\$32	
\$76	\$19	\$23	\$34	

\$ Maximum Lodging Rate		
** Seasonal Lodging Rates for Counties:		
Clark, Cowlitz, & Skamania	04/01 - 10/31	\$184
	11/01 - 03/31	\$150
Clallam & Jefferson	07/01 - 08/31	\$161
	09/01 - 06/30	\$108
Grays Harbor	07/01 - 08/31	\$133
	09/01 - 06/30	\$102
King	06/01 - 09/30	\$257
	10/01 - 05/31	\$189
Snohomish	06/01 - 08/31	\$138
	09/01 - 05/31	\$113

POV Mileage Rate
The privately owned vehicle mileage reimbursement rate is \$0.545 per mile. (effective 1/1/18)

For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c