KENAI PENINSULA BOROUGH SCHOOL DISTRICT

E 3360(b)

MILEAGE REIMBURSEMENT - Board Members and District Employees

Name

Employee E#

Address

Month

Date	From	To	Purpose	Actual Miles	Meal Expenses

SUB TOTALS: Total Miles 0 @ 0.545 GSA rate per mile $ - $ -

TOTAL REIMBURSEMENT REQUESTED $ -

Rates based on federal GSA rates, http://www.gsa.gov.

In-State meal rates: Breakfast: $12; Lunch - $16; Dinner $32.

I hereby certify that the above is a true statement of expenses incurred by me in connection with the activity noted and accordingly make claim for reimbursement.

Date

Signature

Account Number

Administrator Approval

No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00AM - Lunch: 10:00AM to 3:00PM - Dinner: 3:00pm to Midnight

Rev. 1/5/2018 nb

Must be Submitted Monthly