For traveling and incidental expenses incurred while conducting official Shelton School District business.

Name ____________________________ Date of Request ____________________________

Title/Position ____________________________ Work Place ____________________________

Your Mailing Address ____________________________ City ________ State ________ Zip ________

Dates From ____________________________ to ____________________________

Claim for expenses must include itemization and reason for expenditure on reverse side of form before reimbursement can be processed.

- Meals - at per diem rate $0.00
  (listed on back of form)

- Mileage 0.00 @ .585 $0.00

- Other Itemized Expenses $0.00
  (listed on back of form)

Total of Claim
As Itemized on Reverse $0.00

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

______________________________ Employee Signature ____________________________

______________________________ Date ____________________________

APPROVED:

______________________________ ____________________________

Budget Account Code(s):

______________________________ ____________________________

revision date: 2/1/2022
**ITEMIZED CLAIM FOR TRAVEL AND OTHER MISCELLANEOUS EXPENSES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRAVEL FROM</th>
<th>TRAVEL TO</th>
<th>MILEAGE</th>
<th>OVERNIGHT Y / N</th>
<th>MEALS</th>
<th>* OTHER EXPENSES</th>
<th>DESCRIPTION / REASON FOR EXPENDITURE INCLUDING EVENT/CONFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BREAK</td>
<td>LUNCH</td>
<td>DINNER</td>
</tr>
</tbody>
</table>

*Attach all necessary receipts.*

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**PER DIEM MEAL RATES:**

<table>
<thead>
<tr>
<th>Major Metropolitan Areas: Breakfast</th>
<th>$14.00</th>
<th>Non-Metropolitan Areas: Breakfast</th>
<th>$11.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch:</td>
<td>$17.00</td>
<td>Lunch:</td>
<td>$14.00</td>
</tr>
<tr>
<td>Dinner:</td>
<td>$25.00</td>
<td>Dinner:</td>
<td>$21.00</td>
</tr>
</tbody>
</table>

SHELTON SCHOOL DISTRICT

2/1/2022