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 __________________________
  (listed on back of form)

- Mileage _______ @ .625 __________________________

- Other Itemized Expenses __________________________
  (listed on back of form)

Total of Claim
As Itemized on Reverse __________________________

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: 9/1/2022
### PER DIEM MEAL RATES:

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

#### ITEMIZED CLAIM FOR TRAVEL AND OTHER MISCELLANEOUS EXPENSES

<table>
<thead>
<tr>
<th>Name</th>
<th>TRAVEL OVERNIGHT MEALS * OTHER DESCRIPTION / REASON FOR EXPENDITURE</th>
<th>DATE</th>
<th>FROM</th>
<th>TO</th>
<th>RT</th>
<th>MILEAGE</th>
<th>Y / N</th>
<th>BREAK</th>
<th>LUNCH</th>
<th>DINNER</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Attach all necessary receipts.</td>
<td></td>
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</tbody>
</table>

SHELTON SCHOOL DISTRICT

9/1/2022