

**Montpelier Public School District No. 14**

214 7<sup>th</sup> Ave

Montpelier, North Dakota 58472

701.489.3348 Fax 701.489.3349

**REIMBURSEMENT/TRAVEL REQUEST FORM**

DATE	Description of Expenditure	Cost

(Reimbursement requires prior approval of the superintendent, and a receipt or other appropriate documentation of expenditure)

**TOTAL**

\$

**CLAIMANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVAL SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Mileage reimbursement rate as of January 1<sup>st</sup>, 2021, is 56 cents per mile. Meals actual cost up to \$7.00 for breakfast, \$10.50 lunch, \$17.50 dinner.