Expense Report

Dexter Community Schools

Name

Employee# (fr	rom your paycheck)
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Building/Department

Month/Year

Per Mile Reimbursement (effective July 1, 2022) \$0.625

			Mileage	ge Conferences/Workshops				Supplies/Other	
Date	Description	Miles (WISD 18 miles RT)	Reimburse ment	Lodging/ Conference Fees	Breakfast (max \$10.00)	Lunch (max \$12.00)	Dinner (max \$20.00)	Other Expenses	Note
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Total Reimbursement:

Board Policy 6471 requires employees to report gifts/lunches received from
vendors. Please list date, vendor, and type of gift received:

Mileage Account #	
Conference Account #	
Supply Account #	
Other Account #	

Important information:

* All purchases must follow District Purchasing Procedures and allowable expenditures or will not be reimbursed.

* Amazon purchases must be made through our Amazon Business account following our Amazon Business Purchasing Procedures.

* The school district is exempt from paying state sales tax on purchases made for goods and services (except prepared foods from restaurants). A sales tax exemption certificate is available on our webpage. It is your responsibility to request sales tax be removed at time of purchase. You will not be reimbursed for sales tax.

* Attach original detailed receipts listing all items purchased. Credit card receipts are not acceptable.

* All items paid for or reimbursed by Dexter Community Schools or grants or any student/school/team activity fund are the property of Dexter Community Schools.

* Expense reimbursements received by 1st of month are paid on 15th paycheck.

* All expenses for a fiscal year are due June 30. Late requests will not be reimbursed.

I certify	y that this request	t is true and accurate	and the expenditures	were solely used	for the purposes	set forth by Dexte	er Community	/ Schools
Emplo	yee			-			-	

Signature	Date			
		For Business Office Use:	Payroll	Pay #
Reviewed and				
Approved by	Date			Paydate
				ruyuuto

7/25/2022: Expense Report Form 2022