

**\*\*\*Submit 10 working days prior to Travel Date for Per Diem\*\*\***



*DeSmet Public School  
District #20*

Matthew Driessen, Principal ✍ Christy McLaren, District Clerk ✂ Vicki Richards, Secretary

**Request for Reimbursement**

Name: \_\_\_\_\_ Initial \_\_\_\_\_

***Purchases***

Date: \_\_\_\_\_

Item(s) Purchased: \_\_\_\_\_  
(attach receipt)

Amount: \_\_\_\_\_

***Mileage***

Date: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Locations (to/from): \_\_\_\_\_

Number of total miles: \_\_\_\_\_

***Per Diem Request***

Date(s) of Travel: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Reimbursement Per Day: \_\_\_\_\_  
(to be completed by District Clerk)

Approved by: \_\_\_\_\_ P.O. Number: \_\_\_\_\_  
(Principal)

Coding: \_\_\_\_\_ Total Due: \$ \_\_\_\_\_  
(to be completed by District Clerk) (to be completed by District Clerk)