ALMIRA SCHOOL DISTRICT #17
ALMIRA, WASHINGTON
CLAIM FOR EXPENSES

For traveling and incidental expenses incurred during the month of ____________ 20__, as shown in detail on the reverse side.

* Meals $_____________________

* Meals subject to payroll taxes $_____________________

* Lodging $_____________________

Mileage $.625/mile $_____________________

Other Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Must be supported by receipts

Tax $_____________________

Total $_____________________

CERTIFICATION

I, ________________________, holding the position of __________________ do 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’s Signature ________________________________

Building Administrator’s Signature ________________________________

Revised 10/2022
The IRS and Washington State OFM have notified the districts of a requirement for employee reimbursements. "Employee reimbursements for meal expenses on trips that do not involve an overnight stay now require taxation at the time of payment. These taxes include federal withholding, social security, Medicare, and unemployment."