

**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 (\$.54 per mile or .27 per mile  
when personal vehicle is used instead of  
available school vehicle.) \$ \_\_\_\_\_

	<u>Other Expenses</u>
Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Tax \$ _____
	Total \$ _____

\*Must be supported by receipts

**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 \_\_\_\_\_

Date	Bkst		Meals				Hotel Room	Miles	Location	Purpose
			Lunch		Dinner					
	*Tax	Non	*Tax	Non	*Tax	Non				

\* 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."