LOGAN-ROGERSVILLE R-VIII SCHOOL DISTRICT

REQUEST FOR PAY

ITEMS FOR PAYMENT ON THIS FORM MUST BE SUBMITTED FOR BOARD APPROVAL.
BOARD MEETINGS ARE HELD THE 3RD THURSDAY OF EACH MONTH.

Submit to the District Administrative Office by the Second Thursday of the Month.

Name _____ Month _____

DATE	PLACE	PURPOSE	MILEAGE	FOOD	LODGING	MISC.	TOTAL
		TOTALS					

District Buildings - 1-way trip =

Bldg	CO	PS	EL	UE	MS	HS
CO	--	2	6	0.5	4	4
PS	2	--	5	2	3	3
EL	6	5	--	6	2	2
UE	0.5	2	6	--	4	4
MS	4	3	2	4	--	--
HS	4	3	2	4	--	--

TOTAL MILEAGE @ .375 CENTS PER MILE	
TOTAL FOOD, LODGING, & MISC. EXPENSES	
TOTAL PAYMENT	

ACCT. CODE(s):

EMPLOYEE'S SIGNATURE: _____

ADMIN'S SIGNATURE: **SUPT'S SIGNATURE:**

Please attach a COPY of all food, lodging and miscellaneous receipts. Receipts must be itemized and approved.

SIGNATURE IMPLIES ALL EXPENSES LISTED ARE ACCURATE

(Revised 8/2013)