

WILLMAR PUBLIC SCHOOLS

F 412 - EMPLOYEE REIMBURSEMENT CLAIM FORM

Form valid for calendar year: January 1, 2019 to December 31, 2019

PLEASE READ AND FOLLOW THESE INSTRUCTIONS

1. Fill out the form completely; have it signed by the appropriate Administrator and send to WEAC-Accounts Payable. Reimbursement will be made in approximately 2 weeks.
2. Reimbursement for meals, lodging and other expenses will not be made unless itemized receipts are attached to this form. By law sales tax will be reimbursed only on meals and hotels.
3. If you are seeking mileage reimbursement for using your personal vehicle on a staff development trip you must attach a Vehicle Request Form indicating a school vehicle was not available.

Date Submitted: _____ Name: _____

School site or Address to send the reimbursement to: _____

Date(s) of Trip: _____

Purpose of Trip and Place: _____

No. of Miles Traveled _____ miles @ 58¢ = _____

Beginning Odometer Reading	Ending Odometer Reading

Maximum reimbursements per meal are \$10.00 for breakfast, \$14.00 for lunch and \$24.00 for evening meals. Please enter actual amount spent or maximum allowed whichever is the lesser amount.

Cost of meals: \$ _____ breakfast	\$ _____ breakfast	\$ _____ breakfast
\$ _____ noon lunch	\$ _____ noon lunch	\$ _____ noon lunch
\$ _____ evening	\$ _____ evening	\$ _____ evening

Lodging: _____

Other Expenses: _____

Budget Code (s): _____

	SUMMARY OF EXPENSES
Mileage	
Meals	
Lodging	
Other Expense <small>(Sales tax will not be Reimbursed unless it is for meals and hotels)</small>	
Total	

I declare this request for payment is a just and accurate request and that no part of it has heretofore been paid. Completed forms will be processed all others will be returned.

Employee Signature and Date	Building Admin. Signature and Date

Mileage Chart

Actual Mileage	District Office	Senior High	Middle School	Roosevelt	Kennedy	Jefferson	ALC	Lakeview	Prairie Lakes	Focus House	CCS	Lakeland
District Office		4	1	2	0.5	0.75	0.3	3	3	0.6	2	2
Senior High	4		5	6.5	5	5	4.5	1.5	1.5	4.75	6	3.5
Middle School	1	5		2	0.75	1.25	1.25	3	3	0.25	1.5	1.25
Roosevelt	2	6.5	2		1.75	1.25	1.75	5	5	1.75	0.5	3
Kennedy	0.5	5	0.75	1.75		0.5	0.5	3.25	3.25	0.5	1.25	2
Jefferson	0.75	5	1.25	1.25	0.5		0.5	3.5	3.5	1	1.25	2.25
ALC	0.3	4.5	1.25	1.75	0.5	0.5		3	3	0.85	1.75	2.25
Lakeview	3	1.5	3	5	3.25	3.5	3		0.5	3.25	4.5	2.25
Prairie Lakes	3	1.5	3	5	3.25	3.5	3	0.5		3.25	4.5	2.25
Focus House	0.6	4.75	0.25	1.75	0.5	1	0.85	3.25	3.25		1.25	1.5
CCS	2	6	1.5	0.5	1.25	1.25	1.75	4.5	4.5	1.25		2.5
Lakeland	2	3.5	1.25	3	2	2.25	2.25	2.25	2.25	1.5	2.5	

MINUTES	District Office	Senior High	Middle School	Roosevelt	Kennedy	Jefferson	ALC	Lakeview	Prairie Lakes	Focus House	CCS	Lakeland
District Office		15	10	10	5	5	5	10	10	5	10	10
Senior High	15		15	15	15	15	15	10	10	15	15	15
Middle School	10	15		10	5	10	10	10	10	5	10	10
Roosevelt	10	15	10		10	10	10	15	15	10	5	10
Kennedy	5	15	5	10		5	5	15	15	5	10	10
Jefferson	5	15	10	10	5		5	15	15	10	10	10
ALC	5	15	10	10	5	5		10	10	5	10	10
Lakeview	10	10	10	15	15	15	10		5	15	15	10
Prairie Lakes	10	10	10	15	15	15	10	5		15	15	10
Focus House	5	15	5	10	5	10	5	15	15		10	10
CCS	10	15	10	5	10	10	10	15	15	10		10
Lakeland	10	15	10	10	10	10	10	10	10	10	10	

***Mileage and Travel time for stipends as well as day to day travel will be determined using the charts above. Scheduling for purposes of positions shared between buildings will be based on the amount of time listed in the Minutes section. All charts above are based on a one -way trip.
 <1mile=5 min, 1-3miles=10 min, 3+miles=15 min