

*******REIMBURSEMENT REQUESTS MUST BE RECEIVED BY THE BUSINESS OFFICE WITHIN 10 DAYS OF EVENT AND NO LATER THAN JUNE 30TH EACH SCHOOL YEAR*******

**DEERFIELD COMMUNITY SCHOOL DISTRICT
BUSINESS OFFICE
REIMBURSEMENT REQUEST FORM**

Mileage Reimbursement – (see backside for rates)

Date	Destination	Reason	# miles	Total

Mileage Rate (See Back) _____ Total Mileage Reimbursement _____

Meal Reimbursement – Must Attach Receipts/Documentation

Date	List Establishments & Totals for Each	Total

Total Meal Reimbursement _____

Supplies/Miscellaneous Reimbursements – Must Attach Receipts/Documentation

Date	List Vendor & Totals for Each	Reason for Purchase	Total

Total Supply Reimbursement _____

I certify that the items and costs listed above are correct, accurate, and were accounted for in my budget. Also, that all items other than mileage have the necessary supporting documentation attached. Sales tax is not a reimbursable expense.

Employee Signature _____ Date _____

Printed Name _____

Please Code Expenditures According to Account Codes on Reverse Side

_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
FUND	LOCATION	OBJECT	FUNCTION	PROJECT	Grand Total \$ _____

Approved By _____ **Date** _____

DEERFIELD COMMUNITY SCHOOL DISTRICT

REIMBURSEMENT INFORMATION

Most Common Account Codes					Mileage Reimbursement BOE Policy #671.2	
Account numbers are used to identify purchases to a specific fund, location, object, function, and program/project. Account numbers need to be included on purchase order/check request forms and expense reimbursement forms.					Cost/Gal. of Unleaded	Reimb.
Example	HS Art Supplies	10E 400 411 121000 000			Up to \$1.999	0.34
FUND	LOCATION	OJBECT	FUNCTION	PROJECT	\$2.000-2.499	0.39
10E-General	100-Elem	310-Personal Services	110000-Grades K-6	601-1st Grade	\$2.500-2.999	0.44
27E-Spec. Ed.	200-MS	342-Employee Travel	121000-Art	602-2nd Grade	\$3.000-3.499	0.49
80E-Bridges	400-HS	411-General Supplies	122000-English	603-3rd Grade	\$3.500-3.999	0.54
	800-Dist	412-Workbooks	122110-Reading	604-4th Grade	\$4.000-4.499	0.59
		415-Food	123219-Spanish	605-5th Grade	\$4.500-4.999	0.64
		470-Textbooks	124000-Math	606-6th Grade	\$5.00 or greater	0.69
		942-Employee Dues and Fees	125100-Music	615-Kindergarten 4 yr.		
		943-Pupil Dues and Fees	125400-Vocal Music	614-Kindergargen		
			125500-Instrumental Music	000-Grades 7-12		
			126000-Science	341-Spec. Ed. Grant		
			127000-Social Studies			
			131000-Agriculture			
			132000-Business			
			136000-Technology Ed.			
			141000-Health			
			143000-Physical Education			
			152000-Early Childhood			
			156600-Speech/Language			
			158000-Spec. Ed.			
			172000-TAG			
			213000-Guidance			
			215000-Psychologist			
			218100-Physical Therapist			
			222200-Library Media			