

PINNACLE CANYON ACADEMY

REIMBURSEMENT FORM

Employee Name:	Date:
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Per Diem Reimbursement						
Date	Trip Purpose/Location	Meal Expense			Mileage Expense	
		Breakfast \$10.00 Lunch \$15.00 Dinner \$20.00			Mileage	
		B	L	D	0.50	
		B	L	D	0.50	
		B	L	D	0.50	
		B	L	D	0.50	
					Mileage Total	\$
					Meal Expense Total	Travel Expense Total

Please explain why a school merchandise reimbursement is needed and your school purchase card was not used:

School Merchandise Reimbursement						
Purchase Date	Vendor	Description/Item	QTY	Unit Price	Program Code/Funding Program OFFICE USE ONLY	Total Amount
Total:						\$

ALL purchase receipts need to be attached to the back of this form. Please NOTE any sales tax will not be reimbursed.

Total Reimbursement: \$ _____

Employee's Signature: _____

Authorized By: _____