



FALLS CITY SCHOOL DISTRICT #57

111 N Main Street
 Falls City, OR 97344
 Phone: 503-787-3521

District FAX: 503-787-5805
 Elem School FAX: 503-787-3239
 High School FAX: 503-787-1507

"Falls City School District provides well-rounded opportunities for students to become productive, positive citizens and life-long learners"

Cory Ellis
Superintendent

Art Houghtaling
K-8 Principal

Micke Kidd
High School Principal

REIMBURSEMENT FORM

Name: _____

Date: _____

Signature: _____

Instructions:

1. **Attach ORIGINAL receipts for all reimbursements. Agenda, mapquest, confirmations, etc.**
2. Claim vouchers must be submitted once monthly by the last working day of each month.
 Expenses will not be paid or accepted after 90 calendar days.
3. All claim forms must be signed by claimant and approved by supervisor.
4. 2022 Federal mileage reimbursement rate is \$0.585 per mile

Date Purchased/Traveled	Description (ie: supplies, conference, mileage to/from ?...)	Number of Miles	Mileage Rate	Requested Amount
2/1/2022	SAMPLE: From Falls City High School to Mapleton MS Girls Basketball Game	20	0.585	11.5
Total requesting:				0

Supervisor's Approval: _____

Date: _____

Account Number (s)	Amount