

**OROVILLE SCHOOL DISTRICT NO. 410
EXPENSE REIMBURSEMENT REQUEST**

NAME: _____ DATE: _____

PURPOSE: _____ WHERE: _____

MILES DRIVEN IN PERSONAL VEHICLE: _____ RATE: _____ AMOUNT: _____
MILES: _____ .655 per mile _____

REGISTRATION: _____ (PLEASE ATTACH RECEIPT)

LODGING: _____ (PLEASE ATTACH RECEIPT)

OTHER (SPECIFY): _____ (PLEASE ATTACH RECEIPT)

PLEASE ENTER THE TIME YOU LEFT FOR YOUR TRAVEL AND THE TIME YOU RETURNED (THESE ARE NEEDED FOR MEAL REIMBURSEMENT):

TIME LEFT: _____ TIME RETURNED: _____

MEALS: PLEASE SEE OTHER SIDE FOR PER DIEM RATES.

1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____

7) _____ 8) _____ 9) _____

MEALS TOTAL: _____

TOTAL REIMBURSEMENT REQUEST: _____

DID YOU SPEND THE NIGHT: _____ YES _____ NO

CERTIFICATION

I hereby certify that under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signed: _____

**PLEASE ATTACH AN AGENDA FROM YOUR CONFERENCE, WORKSHOP, EVENT.
IF MEALS WERE PROVIDED BY THE MOTEL OR CONFERENCE,
YOU WILL NOT BE REIMBURSED FOR THESE MEALS. NOTE: ANY
MEALS PAID FOR DAY TRIPS, WITHOUT SPENDING THE NIGHT AWAY FROM
HOME, IS CONSIDERED TAXABLE PER IRS REGULATIONS AND WILL BE PAID
THROUGH PAYROLL ON YOUR MONTHLY PAYROLL CHECK.**

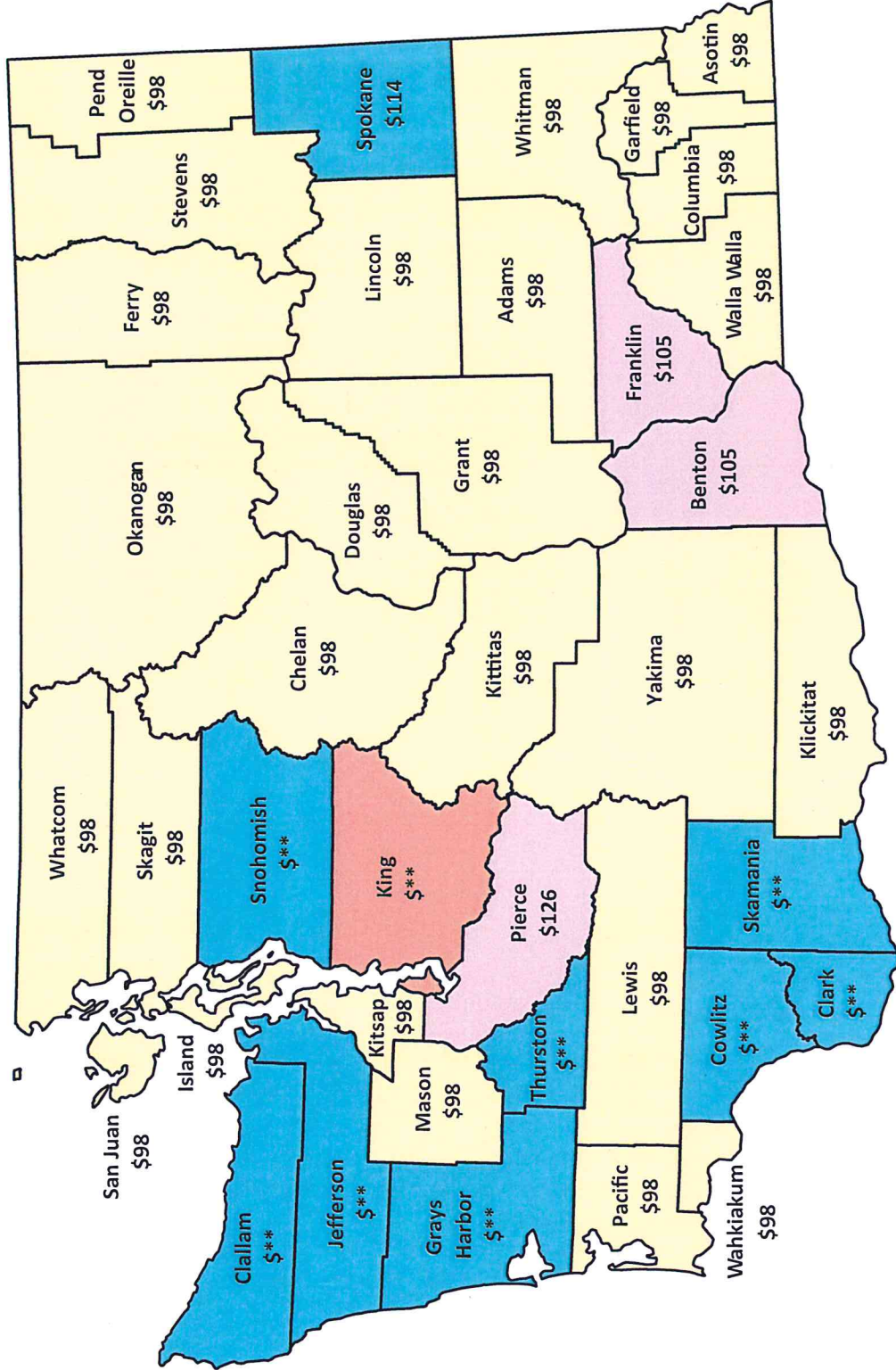
(01/01/2023)

Per Diem Rates - As of October 1, 2022

Meal Rates				
TOTAL	B	L	D	
\$59	\$14	\$17	\$28	
\$69	\$17	\$19	\$33	
\$74	\$18	\$20	\$36	
\$79	\$19	\$22	\$38	

\$ Maximum Lodging Rate	
Clark, Cowlitz, & Skamania	06/01 - 10/31 \$182 11/01 - 05/31 \$152
Clallam & Jefferson	07/01 - 08/31 \$206 09/01 - 06/30 \$113
Grays Harbor	07/01 - 08/31 \$146 09/01 - 06/30 \$111
King	05/01 - 10/31 \$232 11/01 - 04/30 \$176
Snohomish	06/01 - 08/31 \$139 09/01 - 05/31 \$116
Thurston	09/01 - 10/31 \$120 11/01 - 08/31 \$140

POV Mileage Rate
 The privately owned vehicle mileage reimbursement rate is \$0.655 per mile. (effective 1/1/2023)



For Out-of-State Per Diem Rates, refer to the GSA website at: <http://www.gsa.gov>. To get the total meal and incidental expense rate breakdown of individual meal allowances, refer the State Administrative and Accounting Manual (SAAM), Subsection 10.40.10.c