

Richardton-Taylor Public School District #34  
 320 Raider Road  
 Richardton, North Dakota 58652  
 Ph: 701-974-2111 Fax: 701-974-2161

## EXPENSE REIMBURSEMENT VOUCHER

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Travel To Location	Personal Vehicle Miles @.575	Meals			Lodging	Misc. Item	Program	Amount
		Brk.	Lunch	Dinner				
<b>TOTALS</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			<b>0.00</b>

Mileage Reimbursement	-
Meal Reimbursement	-
Lodging Reimbursement	-
Misc. Exp. Reimbursement	-
<b>Total Reimbursement</b>	<b>\$ -</b>

Mileage Chart	0.575
75	Bismarck
84	Beach
58	Beulah
105	Bowman
25	Dickinson
270	Fargo
16	Hebron
56	Killdeer
68	Mandan
155	Minot
36	Mott
6	Taylor

*If city not listed, use maps.google.com  
and attach the form with the mileage.*

Standard ND Rates	
Breakfast	13.0
<i>6 a.m. to 12 noon</i>	
Lunch	14.0
<i>12 noon to 6 p.m.</i>	
Dinner	23.0
<i>6 p.m. to midnight</i>	
Lodging	96.0

If travel began after 7:00 a.m. breakfast is not reimbursed. To claim lunch and supper, travel must have begun one hour prior to the time period. For dinner travel must have extended into the following quarter. i.e. after 6:00 p.m.

<b>I certify this statement is accurate and true.</b>	
Submitter's Signature: _____	Date: _____
Officer's Signature: _____	
Payment Code: _____ (completed by administration only)	