

**RANGELEY LAKES REGIONAL SCHOOL
43 MENDOLIA ROAD
RANGELEY, MAINE 04970
207-864-3312**

ITEMIZED TRAVEL EXPENSES REIMBURSEMENT

NAME _____ **DATE** _____

DATE	DESTINATION FROM	DESTINATION TO	NUMBER OF MILES	PURPOSE

Reimbursement rate for mileage: Current IRS rate

An estimate of mileage expenses is to be pre-approved by the Principal or Superintendent through the faculty leave request form. Accurate mileage information should be calculated using your vehicles odometer and recorded here for reimbursement. All receipts are required for other travel expenses such as tolls and lodging (to be filled out on the Itemized Expense Reimbursement Form)

REVIEWED: 9.18.2023