WEST CHICAGO ELEMENTARY SCHOOLS
DISTRICT 33

TRAVELING AND MEETING REIMBURSEMENT (Beginning January 1, 2021

NAME: _____ **Dates From:** **To:**

DATE	FROM	TO	MILES	OTHER EXPENSES	EXPLANATION

MILEAGE EXPENSE AT $0.56 PER MILE

TOTAL MILES: 0.0

OTHER EXPENSES:
Attach receipts, vouchers, etc.

TOTAL EXPENSE: $0.00

ACCOUNT CODE: _____

_____ **(Employee Signature)**

_____ **(Approved) Administrative**

_____ **(Approved) Director Of Business & Operations**

Date Submitted: _____