INDEPENDENT SCHOOL DISTRICT 196 Rosemount-Apple Valley-Eagan Public Schools Educating our students to reach their full potentia

eries Number	405.8.3.2P Adopted January 201	Z Revised Nov	ember 2017
. = 4	Ghash Baguant		
	Check Request		
tendance at or tr oproved travel in ithin 60 days afte imbursement an	s and School Board members may request raveling to and from conferences, seminar accordance with district policy. Reimburs er the expenses were paid or incurred. Ex- mounts for expenses submitted after the 60 and employment taxes per IRS guidelines abursement request identifying individual	sement requests for exper cept in extraordinary circu 0-day period will be treate s. Generally each staff per	uses must be submitted umstances, d as taxable income,
mployee Name	100		First
	Last		
mployee Number		Send check to:	note building or home
Date	Description		Amount
Duto	(a)		
		Total	
	RECEIPTS REQUIRED		
		- PLEASE ATT	ACH
		- PLEASE ATT	ACH
		- PLEASE ATT	ACH
		- PLEASE ATT	ACH
		- PLEASE ATT	ACH
	Fund - Org - Prg - Fin - Obj - Crs	- PLEASE ATT	ACH
	Fund - Org - Prg - Fin - Obj - Crs	- PLEASE ATT	