



**SOUTHERN FULTON SCHOOL DISTRICT**  
3072 GREAT COVE ROAD  
WARFORDSBURG, PA 17267

**TO:** Professional and Support Staff  
**FROM:** Debra K. Schetrompf, Business Manager  
**DATE:** January 1, 2014  
**SUBJECT:** Procedures for Monthly Expense and Mileage Reimbursement.

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You may request reimbursement for mileage and expenses incurred during the performance of your jobs. This would include mileage between schools, to required meetings, and conferences.

The proper procedure for reimbursement is to complete the Monthly Expense and Mileage Reimbursement Form. Be sure to enter the budget account number for travel or have your Supervisor enter the account number. Your Supervisor must sign the form giving his approval.

In order to better monitor cash flow, the Monthly Expense and Mileage Reimbursement Form must be in the Assistant Business Manager's office by the 5<sup>th</sup> of the following month; otherwise, you may jeopardize your reimbursement.

Thank you for your cooperation.

**We will pay a set mileage for the following:**

7 miles	-	Round trip between Elementary and High School
44 miles	-	Round trip High School to McConnellsburg
37 miles	-	Round trip Elementary School to McConnellsburg
130 miles	-	Round trip High School to IU at McVeytown
123 miles	-	Round trip Elementary School to IU at McVeytown