



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308
www.rbuesd.org

Superintendent
Cliff Curry

Assistant Superintendent
Jennie Bachmeyer

REIMBURSEMENT CLAIM FORM

Original itemized receipts are required. Incomplete requests without documentation will not be processed.

Employee Information

Name: _____ Employee ID: _____
School/Department: _____ Email: _____

Expense Details:

Date _____
Description of Expense _____
Account/Budget Code _____
Amount: _____

Travel Information (if applicable)

Purpose of Trip: _____
Destination: _____ Dates: _____
Personal Mileage: _____ miles @ _____ per mile = _____

Certification and Approval

I certify that the above expenses were incurred for official school district business and that I have not been previously reimbursed for these items.

Employee Signature: _____ Date: _____

Principal/Supervisor: _____ Date: _____

Business Office Use Only

Approved By: _____ Date: _____ Check #: _____

Bidwell Elementary 527-7171
Metteer Elementary 527-9015

Jackson Heights 527-7150
Vista Preparatory Academy 527-7840