



# Greenwood Lake Union Free School District

Greenwood Lake, New York 10925

## Claim Form (Reimbursement)

This form should be used for reimbursement of meals, mileage, or other out of pocket expenses not related to a conference. Each claim form **MUST** have all itemized, original receipts attached.

Name \_\_\_\_\_

Date \_\_\_\_\_

Purpose/Reason for Purchase \_\_\_\_\_

Description of Items	Amount
Total	

Your signature is certification that the charges are true and just.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Code