EMPLOYEE EXPENSE REPORT

Ripon Area School District
Ripon, Wisconsin

Employee Name_____ Date_____

Meal reimbursement must be designated as either non-taxable or taxable. If your meal expense is taxable, the amount requested will be added to your paycheck, and taxes will apply. Use the following to classify your meal reimbursement request.

Meal expense as *non-taxable* (one of the following provisions must apply) – the employee must be traveling away from home and stay overnight, the meal cost was included as part of the seminar/conference fee paid up front, or the meal was directly related to the business event – that is the meal took place in a clear business setting, business was actively conducted and the business which was conducted was directly related to your profession.

Meal expense as *taxable* – after attending a meeting/seminar/conference you go out to eat by yourself or with colleagues and you will return home that day. As this is taxable, make sure you pay for your meal only – as opposed to paying for your colleagues' meal expenses as well.

Please attach receipts for verification of expenses.

Date	Destination	Miles	Taxable Meals	Non-Taxable Meals	Hotel	Misc.	Explanation	Total
Total miles x .545 (1/1/2018 Rate)							**Mileage**	
							GRAND TOTAL	
							Advance	
							NET DUE	

_____
Signature

_____
Supervisor

_____
Superintendent/Business Manager

Office Use Only

Fund	Location	Object	Function	Project	Locals
Check #		*Date Paid*		*Amount*	

Updated 1/24/2018