



Merced Union High School District

3430 A Street, Atwater, CA 95301 • Mailing: PO Box 2147 Merced, CA 95344
www.muhsd.org • 209.325.2000 • Fax 209.385.6442

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Out of Pocket Reimbursement Acknowledgement Form

PRIOR TO TRAVEL OUT OF POCKET POLICY REVIEW (signed/submitted with initial Out of Pocket Req):

Requisition # _____ represents the estimated Out of Pocket reimbursement for the identified trip. I have read the district travel policies and procedures as outlined on the Travel & Conference Procedures page of the Business & Student Services section of the district website.

Name (Print):

Site/location:

Signature: _____ Date: _____

POST TRAVEL OUT OF POCKET AFFIRMATION (signed/submitted with Laserfiche request for reimbursement):

The information submitted with this form for a total of \$ _____ accurately reflects the Out of Pocket expenses for the identified trip that are allowable as outlined on the Travel & Conference Procedures page of the Business & Student Services section of the district website.

Name (Print):

Site/location:

Signature: _____ Date: _____

For District Use Only:

List any adjustments/corrections made to submitted amount and reason-

Actual amount being reimbursed (if different than submitted) \$ _____