



Reimbursement Adjustment by Percent

Print Form

Accounting

Mat-Su Borough School District
501 N. Gulkana
Palmer, Alaska 99645
(907)761-4357

Name:	<input type="text"/>	Reimbursement Information:	
Employee ID:	<input type="text"/>	Expense Claim Number:	<input type="text"/>
Address:	<input type="text"/>	Dollar Amount Requested:	<input type="text"/>
		Last Date Expense Occurred:	<input type="text"/>
		Date Claim was Submitted:	<input type="text"/>

Dear

Per AR 4133, Travel Expense, this note is to inform you that your reimbursement request is being reduced by percent, due to the amount of time between the occurrence of the expense and the reimbursement submission.

You will now be reimbursed . Please see the table below for an explanation of rates.

If a Reimbursement Request is submitted within...	It may be reimbursed at...
0 to 30 days	100%
31 to 60 days	90%
61 to 90 days	80%
91 to 120 days	70%
121 to 150 days	60%
151 to 180 days	50%
over 180 days	will not be reimbursed

If you have any questions, please call the Accounting Department at 907-746-9262.

Thank you.

Mat-Su Borough School District
Accounting Department