



Employee Reimbursement

Employee Requesting Reimbursement: _____ Date _____

Date	Description	Total Amount
Grand Total		

Name (make check payable to): _____

Address: _____

City, State, Zip: _____

(Check will be mailed to this address if the total amount is over \$100)

I hereby certify that the above is an accurate accounting of my expenses incurred on behalf of Encore Education Corporation, and I have attached copies of receipts on the receipt form and/or proof of payment.

Employee's Signature: _____

OFFICE USE ONLY

Rev. 3/21

Approval: Yes / No

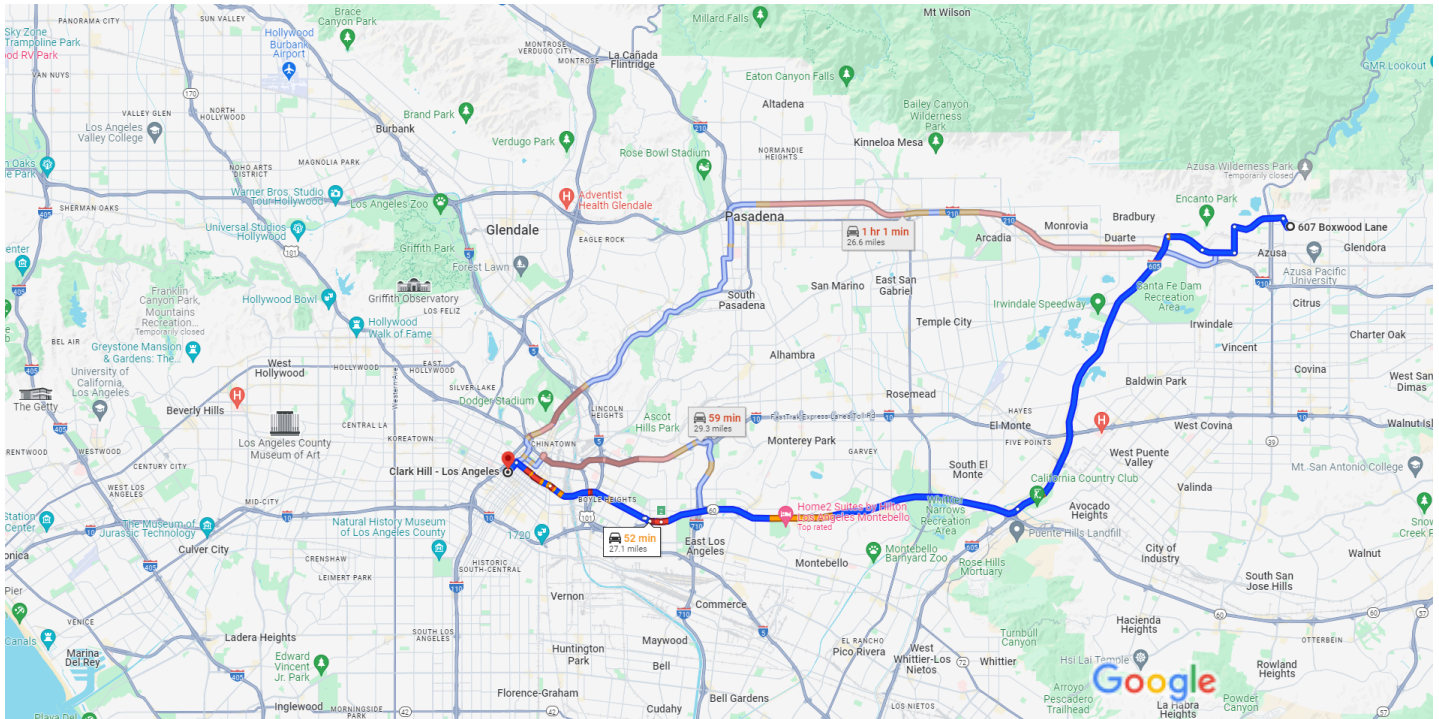
Administrator Signature: _____ Date: _____

Administrator Signature: _____ Date: _____





607 Boxwood Ln, Azusa, CA 91702 to Clark Hill - Los Angeles, 555 Flower St 24th Floor, Los Angeles, CA 90071 Drive 27.1 miles, 52 min


Sabrina Bow mileage reimbursement round trip for March 19 and 27, 2024. (27.1 x 2 = 54.2 miles) 54.2 miles x 2 days = 108.4 miles



Map data ©2024 Google 2 mi

 via I-605 S/San Gabriel River Fwy and CA-60 W 52 min 27.1 miles
Fastest route now, avoids slowdown on San Bernardino Fwy

 via I-605 S/San Gabriel River Fwy, CA-60 W and San Bernardino Fwy 59 min 29.3 miles
Slowdown on San Bernardino Fwy causing 16-min delay

 via I-210 W 1 hr 1 min 26.6 miles
Heavier traffic than usual

Explore nearby Clark Hill - Los Angeles



Sabrina Bow <sbow@encorehighschool.com>

pre-approval for reimbursement and swap out spring break day off

Chandale Sutton <csutton@encoreedcorp.com>

Mon, Apr 8, 2024 at 11:58 AM

To: Sabrina Bow <sbow@encorehighschool.com>

Good Morning Dr. Bow,

Yes, this reimbursement is pre-approved to submit.

Chandale

Sent from my iPhone

On Mar 18, 2024, at 6:53 PM, Sabrina Bow <sbow@encorehighschool.com> wrote:

Hi Chandale,

I am writing to request pre-approval for mileage reimbursement (round trip from my house) to attend the Griffin's depositions at our defense team's Los Angeles office. The depositions are scheduled for **March 19** and **27, 2024**.

Additionally, because March 27 is during Encore's spring break, I am requesting to instead take that day off on Friday April 5, 2024.

Please advise.

Thank you,
sabrina.

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SABRINA BOW, Ed.D.

Executive Director

Direct [760-956-3800](tel:760-956-3800)

Book a [Zoom](#) meeting with me [here](#).

Book an [in-person](#) meeting with me by emailing our Executive Assistant [Joelle Schwarck](#).



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