



Jackson Parish Police Jury

160 Industrial Drive
Jonesboro, LA 71251
Phone: (318) 259-2361
Fax: (318) 259-5660

REIMBURSEMENT REQUEST FORM

Employee Name: _____

Vendor # and Department: _____

Email and Phone: _____

Expenses:

Location and Date(s) of Travel: _____

Purpose of Travel: _____

Mileage: Rate: \$0.585 Total Mileage Value:

Attach map showing mileage

DATE	LODGING	MEALS	MISCELLANEOUS (PARKING, REGISTRATION, ETC.)		DAILY TOTAL
	AMOUNT \$	TIER 1: \$57 TIER 2: \$62 TIER 3: \$65 TIER 4: \$71	ITEM	AMOUNT \$	

Grand Total:

Submitted by: _____ Date: _____

Sec./ Treas. _____

Police Jury President: _____

*Please complete and sign this form, **attach all original, itemized receipts**, and submit to the Jackson Parish Police Jury Office (address listed at the top of page). Rates for meals and mileage are per the Federal and State rates. Refer to the Jackson Parish Police Jury Travel Policy adopted [July 30, 2018](#) for details.