

**NORTHSHORE SCHOOL DISTRICT
TRAVEL AND EXPENSE REIMBURSEMENT CLAIM REQUIREMENTS**

Form S300-17 is the official district form to use for requesting travel and expense claim reimbursements. The form is posted on the district web site on the Employee Page under Business Services/ Accounting Forms/ AP Forms. It is also available on Employee Online.

Instructions are outlined on the backside (Page 2) of the Claim Form. Additional instructions/clarifications are listed below:

- The Claim form is usually revised yearly on January 1, if the IRS mileage reimbursement rate changes. Please use the most current form. Check the revised date listed at bottom of form.
- Staff should include employee number along with name, address, phone and work location.
- Copy of conference/workshop registration form is required whenever overnight travel and per diem meals are to be reimbursed.
- Meal per diem rates may only be used when in an overnight travel status. A full description of qualified per diem meal situations is listed on the backside (page 2) of the Claim Form. Do not include per diem amount, if meal(s) are included in the registration fee. Meal receipts are not necessary if claiming per diem.
- **Staple** original, itemized receipts to the Claim Form. Credit card "Sales Draft" listing total amount of purchase is not acceptable.
- Original, itemized receipt must show vendor name, items purchased listed individually with amount, date, and total amount paid. If payment is made with a credit card, receipt must state such and will usually list the last four digits of your card number.
- Refrain from including personal purchases on receipts intended for reimbursement purposes. **DO NOT** use highlighter on receipts. It will dissolve the ink making it difficult to read.
- For reimbursement of payments made by a check, attach a copy of the front and back of your cancelled check, if itemized receipt does not indicate payment made by check.
- Use the District Mileage Chart for determining inter-district travel mileage. The Mileage Chart can be found on the district web site on the Employee Page under Business Services/ Accounting Forms/ AP Forms.
- A Food & Beverage Form is required whenever a purchase of food items for meetings is to be reimbursed. Purchases under \$25 do not require a Food & Beverage Form. ASB

food purchases do not require a Food & Beverage Form. This form is also posted in AP Forms on the district web site.

- Claimant must sign and date the Certification section of the Claim Form.
- Should AP determine the Expense Claim Form requires additional information or documentation, an Expense Claim Review Sheet indicating such, along with the original Claim Form will be returned to the Office Manager.
- All staff reimbursement payments will be by direct deposit into the same bank account used by payroll.
- An automated e-mail will be sent to staff when a direct deposit is to be made to their bank account indicating date, description, and amount of deposit.
- Definition of e-mail terms:

ACH – Automated Clearinghouse. Refers to banking process used to transfer funds between bank accounts

EC – Expense Claim followed by the date of claimant’s signature

MI – Mileage followed by date range of mileage claim

* Forward Claim Form to the site Office Manger before sending in to Accounts Payable. The Office Managers will determine district account codes to be charged and secure required signatures of supervisor/administrator, budget approver, and student, if for a secondary ASB purchase. They will forward to Accounts Payable for processing and payment.