
EMPLOYEE REIMBURSEMENTS

Employee Reimbursements are processed through the accounts payable check run/direct deposit on the last working day of the month.

Employees are encouraged to use purchase orders instead of their own money.

All employee reimbursements **must** be pre-approved by their principal or administrator prior to purchasing items and/or registering for workshops & trainings.

Employees must complete an Expense Reimbursement Form to receive reimbursement.

To be eligible for reimbursement we require the following items be attached to the reimbursement form:

For All Reimbursements:

- Original detailed receipt(s) or invoice(s)
- Proof of payment -receipts will generally show how payment was made (i.e. cash, check, or credit card).
 - If you paid with a credit card or check and proof of payment does not show, then we will need a copy of your credit card statement showing the charge, or a copy of the bank statement showing clearance of check.
- Verification that items are in the building: have a co-worker sign off that they have seen the items and initial on receipt or reimbursement form.

No reimbursement will be made without the original receipt or invoice, and proof of payment.

On-line Ordering:

- Printed copy of order including totals (this may be used as an invoice)
- Packing Slips
- If it isn't clear how the order was paid, then we will need a copy of the credit card statement showing proof of payment.
- All on-line orders must be shipped to your building. DO NOT SHIP ITEMS TO HOME.**

Workshops/Trainings that you want reimbursed

- Document(s) showing name of the training/workshop/coursework (i.e. Agenda, Schedule, Name tag,
- Cost of the registration
- Proof of payment
- Proof of completion
 - Proof of completion can be clock hour verification, certificate of completion/attendance, or an email from the instructor or person(s) of the workshop that can verify your attendance.

For Travel Expense Reimbursements: please see [Board Policy 6213](#) and [Procedure 6213P](#).

Employees need to print or fill out the form, then sign their name and forward to their principal or administrator for their signature and account number.

Once you and the principal/administrator have signed and provided an account code, forward to accounts payable.

If received in the accounting department by the ____th of the month we will most likely direct deposit/issue a check on the last working day of the month.