

Print Name: \_\_\_\_\_

South Whidbey School District #206

## Instructional Improvement Incentive Claim Form

Each teacher may be reimbursed up to \$400.00 for prior-approved (by the principal) projects or activities to improve instruction or for regular course work required in order to maintain his/her certificate. The decision of the principal to approve or disapprove the proposed project or activity shall be final and not subject to the grievance procedure. Reimbursement may include tuition, registration fees, travel expenses, materials and equipment purchased as part of the approved plan. All materials/equipment purchased with incentive dollars become the property of South Whidbey School District.

	Date	# Miles Traveled	Destination	Purpose of Travel and/or Description of Purchase(s) – Attach receipts	\$ Amount
1					
2					
3					
4					
5					
6					
7					
8					
			Total miles	Mileage expense (total miles x .current rate) = Please check website for current rate	
				Total of purchases =	
				<b>Grand total due =</b>	

Account code(s) to be charged:

10 E 530 0100 27 5611 \_\_\_\_\_ 0000 0000 1

*\*Please Note! This form must be completed in ink, with receipts attached. The form must be signed by the requestor and the principal at the bottom of the form. Claims received at the District Office by the 5<sup>th</sup> of the month will be paid at the end of that month.*

I, the undersigned, do hereby attest under penalty, that the expenses listed in the foregoing are true and correct. I further attest that the expenses are appropriate as defined by South Whidbey School District policies. I request reimbursement for these expenses.

Requestor

Signature: \_\_\_\_\_ Date \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Office Approval Signature

### **Reimbursement for Travel Expense Guidelines:**

- A. Certified claims should be completed in ink (no pencils!) and submitted to the business office by the 5<sup>th</sup> of any month for payment that month.
- B. Documentation of purchases must include a detailed list of the items and proof of payment.
- C. Gratuity will be reimbursed up to 15%
- D. For overnight travel, please use the Overnight Travel Expense Form (see staff resources on the web)

### **Guidelines for proof of payment for documentation purposes includes:**

- 1. The receipt or paid in full invoice must be an original.
- 2. The vendor or individual seller and address must be clearly identified on the cash receipt or invoice.
- 3. The product purchased must be clearly identified on the receipt or paid in full invoice.
- 4. The purchase date must be clearly identified on the receipt or paid in full invoice.
- 5. Packing lists are not valid proof of payment, but should be attached to the receipt or invoice if the item was purchased through mail order.
- 6. If the item was purchased using a credit card, please provide the receipt that identifies the product.
- 7. For book club orders, a copy of the check and order form will constitute a receipt.