

PLEASE READ BOTH SIDES OF FORM BEFORE SUBMITTING FOR REIMBURSEMENT

INSTRUCTIONS FOR REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT

RECEIPTS -**MUST BE ORIGINALS AND ITEMIZED (No** copies will be accepted)

ONLY APPROVED EXPENSES ON THE PROFESSIONAL DEVELOPMENT FORM WILL BE REIMBURSED. IF EXPENSES EXCEED APPROVED AMOUNT, THE DIRECTOR OF TEACHING AND LEARNING MUST APPROVE THE OVERAGE.

CLAIMING EXPENSES:

Complete Accounts Payable Voucher listing **ALL** expenses, including mileage. Mileage expenses should be claimed on the special mileage form as well. Both forms should include name, address and signature of the employee and initialed by building principal. Also, a copy of the PD form should be attached. **THERE WILL BE ABSOLUTELY NO REIMBURSEMENT WITHOUT ITEMIZED RECEIPTS!**

REGISTRATION:

- If paid by an employee; submit a paid invoice or proof of payment with paperwork. Make sure the employee name is listed.
- If PO created, send an unpaid invoice with PO number notated on the invoice and submit to Admin.

LODGING:

- Original and itemized receipts ONLY. * see below

MEALS:

- Must be itemized to show exactly what was ordered (if part of lodging- meal receipt MUST accompany lodging receipt.) (Alcohol is not reimbursable.)
- Only one receipt per meal (Unspent per meal allowance may not carry over to another meal.)
- Meals only for the approved individual should be claimed.

MILEAGE: (IRS mileage rate: .625 per mile beginning July 1, 2022)

- Must provide an odometer reading on special mileage form or provide a copy of map quest/google maps with the completed special mileage form

PARKING/TOLLS/TRAIN/CAB/CAR RENTAL/GAS EXPENSE FOR CAR RENTAL:

- Must Provide itemized original receipt

***** SEE BACK FOR EXAMPLE OF ACCOUNTS PAYABLE VOUCHER *****

EMPLOYEES MAY BE RESPONSIBLE FOR ANY ADDITIONAL EXPENSE THAT EXCEEDS THE AUTHORIZED AMOUNT FOR THE EMPLOYEE'S TRAVEL WHILE ON SCHOOL OR CORPORATION BUSINESS.

REMINDER: When traveling on school/corporation business, employees are EXPECTED to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

INCOMPLETE CLAIM FORMS WILL BE SENT BACK CAUSING A DELAY IN REIMBURSEMENT.

