

## Tips for processing reimbursements/Check Request Forms

Please reference D103 Purchasing Procedures for complete instructions.

### Employee Responsibilities

Check Request Forms must be filled out completely with all detailed receipts attached. They must be signed by the employee and their supervisor.

\*Note that the district does not reimburse for alcoholic beverages. Taxes and/or gratuity may be reimbursable if it is relative to the conference/workshop attended.

\*If mileage reimbursement is being requested, a Mapquest page should be attached (2013 IRS rate is 56.5 cents per mile); mileage is reimbursable from your school's location to the conference and back.

\*If items are purchased at a conference/workshop, these items are reimbursable at the discretion of the employee's supervisor and if approved, the supervisor must indicate their department's account number on the form for said items.

### Supervisor Responsibilities

Review the Check Request Form and attached receipts for accuracy and signature. If items were purchased at the conference/workshop and the employee is requesting reimbursement, write the appropriate department account number designated for said items.

\*Note that the supervisor can refer to My Learning Plan for specifics regarding pre-approved expenses prior to the employee's participation.