



2024-2025 EXPENSE REIMBURSEMENT REQUEST

Personal Information: School/Dept _____

Employee Name _____

Address _____

City/State/Zip _____

Purchase Information:

Title of Meeting/Course Attended _____

Location _____ Date Attended _____

Has a Course Approval Request/Form 501 been submitted and approved? Yes No

Superintendent or Designee Approval _____

Please attach **original itemized** receipts in corresponding order showing proof of payment you are requesting reimbursement for. **Claims past 90 days will not be reimbursed.** (See regulations on page 2).

Must be typed, coded, and signed or form will be returned to you to complete.

DATE	VENDOR and BRIEF DESCRIPTION	AMOUNTS
TOTAL		\$

I hereby certify that I have read and agree to the regulations concerning this form, the above expenses are correct and that no part of same has been previously paid to me.

Employee Signature _____ Date _____

FOR PROGRAM USE ONLY	
BUDGET CODE	AMOUNT

Program Director Signature _____ Date _____

EXPENSE REIMBURSEMENT REGULATIONS

1. Expense Reimbursement must be preceded by a Request for Travel and Expense Allowance (Form 501) approved by the Superintendent or designee if requesting reimbursement for travel expenses outside the district for a workshop or conference. **Claims past 90 days will not be reimbursed.** Board Policy & Procedure 6213.
2. Meals and Lodging:
 - a. *The maximum daily reimbursement rate for meals and lodging* will be determined by the Washington State Office of Financial Management, based on location of travel. For current Per Diem Rates go to: <http://www.gsa.gov>
 - b. Original itemized receipts. Credit card receipt alone is not acceptable.
 - c. No reimbursement is allowed for a meal at the home starting point of trip.
 - d. Food and Beverage Form 753 must be completed, signed, and submitted with this form for any food and/or beverages purchased.
 - e. Original hotel/motel receipts must be submitted.
 - f. Tips shall be allowed, and included in maximum daily reimbursement.
 - g. No reimbursement will be made for guests.
 - h. Submit conference agenda with travel expense.
3. Registration:
 - a. Completed registration form **showing cost** and a receipt showing proof of payment for meeting/course taken must be attached.
 - b. Conference/workshop agenda must be submitted before payment will be processed.
4. Transportation:
 - a. Maximum reimbursement for public carrier is for cost of fare.
 - b. Mileage reimbursement must be submitted on Form 502.
 - c. Parking charges are allowed.
5. Submission Procedures:
 - a. This form is to be completed by the person making the claim and then the form is to be presented to his/her program director for their approval and code.
 - b. The Program Director is responsible for completing Budget Categories, Codes, and amounts on the form.
 - c. Send form and supporting documents to the Accounts Payable Office.