



South San Antonio Independent School District
Employee Reimbursement Form

Campus staff who oversee Campus/Student Fund Raising and Student Activities can use this form to request a reimbursement for out-of-pocket expenses related to approved school fundraisers and student activities. Staff must have prior approval from the campus principal or principal's designee prior to making an out-of-pocket expense. Attach original receipts for each reimbursement requested. Note: Receipt should reflect only out-of-pocket expenses for fund raising and student activities. All credit/debit cards and cash receipts are subject to audit.

Cash Reimbursements may not be used for:

- Expenses over 5 business days old
- Gifts
- Payment for services performed by employees or non-employees
- Personal loans and cashing personal checks
- Reimbursements to non-campus individuals such as parents, vendors, etc.
- Compensation payments such as overtime, stipends, contracted services, etc.

Step 1: Obtain principal's prior approval and authorization

Prior Authorization (Principal)

Name (Print): _____ Signature: _____ Date: _____

Step 2: Complete contact information

Contact Information for staff member requesting out-of-pocket reimbursement:

Department/Club Account Name: _____

Payee Name: _____

Payee Email Address: _____

Payee Campus Phone: _____

Reason for expense: Step 3: Provide brief explanation

Step 4: Must be completed by the bookkeeper

Fund (461/865) _____

Club Account: _____

Amount \$ _____

Original receipt attached ____ Yes ____ No