



**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. Gift card purchases will not be reimbursed. **Claims/receipts 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
<b>TOTAL</b>		<b>\$</b>

I hereby certify that I have read and agree to the regulations on page 2 concerning this form, the above expenses are correct and that no part of same has been previously paid or refunded to me.

Employee \_\_\_\_\_ Date \_\_\_\_\_

FOR PROGRAM USE ONLY	
BUDGET CODE	AMOUNT

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

## EXPENSE REIMBURSEMENT REGULATIONS

Claims/Receipts past 90 days will not be reimbursed  
Gift card purchases will not be reimbursed

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.
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 to the Accounts Payable Office.