

EXPENSE REIMBURSEMENT FORM

NAME: _____
ACTIVITY: _____

SCHOOL: _____
DATES OF ACTIVITY: _____

<p>Conference/Travel Reimbursement: Sections C-F</p> <p>Approved Pre-approval form Proof of payment – canceled check or credit card statement ORIGINAL itemized receipts. Receipts must be for one person only Certificate of attendance **Per MGL Chapter 44 § 58 strictly prohibits a city or town from paying for alcohol, tobacco, or any other entertainment. If these items are included on the itemized receipts the reimbursement will NOT be processed per town hall.</p>	<p>Course Reimbursement Only:</p> <p>Signed Educator Plan IPDP Proof of Payment- Canceled Check/Credit Card Grades/Transcript</p> <p style="text-align: right;">Please make ensure all sections and documents are complete.</p>
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A. Per Contract: Course: _____ Conference: _____

<p>B. Course/Conference Name: _____</p> <p>Registration Fee \$ _____</p>	<p>F. Pre-Approved Lodging Expenses*</p> <p>Daily rate: _____ #of Nights: _____ Subtotal: _____</p> <p>Room tax: _____ Occupancy Tax: _____ Sales tax: _____ Other: _____ Subtotal: _____ Grand Total: _____ (personal phone calls not included) (Must include original paid hotel receipt and copy credit card statement)</p>																		
<p>C. Pre-Approved Supplies/Materials* (Include Original Receipts) (taxes not reimbursable) \$ _____</p>	<p>G. Send Reimbursement to:</p> <p>Print Name: _____</p> <p>Address: _____ _____</p> <p>Signature: _____</p>																		
<p>D. Pre-Approved Travel Expenses*</p> <p>Destination: _____</p> <p>Address: _____</p> <p>Odometer Reading (Must be Completed) Beginning: _____ Ending: _____ Mileage: _____ x .67 = \$ _____</p> <p>Toll(s): _____ (receipt) Parking Fee(s): _____ (receipt)</p> <p>Transportation (include receipts)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Air Fare</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Car Rental</td> <td style="text-align: right;">\$ _____</td> </tr> <tr> <td>Public Transportation</td> <td style="text-align: right;">\$ _____</td> </tr> </table>	Air Fare	\$ _____	Car Rental	\$ _____	Public Transportation	\$ _____	<p>H. Calculation for Settlement:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border: none;">\$</th> <th style="text-align: center; border: none;">YOUR USE</th> <th style="text-align: center; border: none;">OFFICE USE</th> <th style="text-align: center; border: none;">Audited By</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; width: 25%; height: 30px;"></td> <td style="border: 1px solid black; width: 25%;"></td> <td style="border: 1px solid black; width: 25%;"></td> <td style="border: 1px solid black; width: 25%;"></td> </tr> <tr> <td colspan="4" style="text-align: center; border: none;">Total Reimbursement</td> </tr> </tbody> </table>	\$	YOUR USE	OFFICE USE	Audited By					Total Reimbursement			
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<p>E. Pre-Approved Meals*: _____ (tax & tip included, alcohol not included) (Must include original itemized receipts for reimbursement)</p>	<p>APPROVAL:</p> <p>Principal: _____ Date: _____</p> <p>Director : _____ Date: _____</p> <p>Business Manager: _____ Date: _____</p> <p>Superintendent: _____ Date: _____</p>																		
<p>School or Central Office Use Only:</p> <p>Budget Classification: _____</p> <p>Grant Project#: _____</p> <p>Line Item: _____</p>																			

***Pre-Approval Form must be attached with reimbursement packet.**