

PRE-APPROVAL REQUEST FOR EXPENSE REIMBURSEMENT

This form is only to be used to request *pre-approval* on Sections C-F on the Reimbursement Form

Name _____

School _____

Activity _____

Dates of Activity _____

Title of Activity _____

Location of Activity _____

Address _____

Reason for Request _____

Please indicate the cost(s) associated with the reimbursement request:

***NOTE: Pre-approval is required only for the following categories not for the course registration.**

| Section C: Supplies/Materials Only | Section D: Travel | Section E: Meals <small>(tax & tip included, alcohol not included)</small> | Section F: Lodging <small>(standard room rate/no upgrade)</small> |
|---------------------------------------|------------------------|--|---|
| | Mileage: @ .67 | | |
| | Tolls: | | |
| | Parking: | | |
| | Air Fare: | | |
| | Car Rental: | | |
| | Public Transportation: | | |
| Total Cost | | | \$ _____ |

APPROVALS

Submit this form to your school principal and/or director for level approval. The school principal/director will forward the pre-approval form to the Office of Teaching and Learning for verification that there are sufficient funds for this expenditure, and that it is consistent with the school/district goals. ***If the request is approved, the form will be sent back to the employee, and it will need to be included with the reimbursement form .***

Fund Source _____

Line Item _____

Principal's Approval _____

Date _____

Director's Approval _____

Date _____

Business Manager: _____

Date _____

Superintendent's Approval _____

Date _____