

# EXPENSE REIMBURSEMENT FORM

NAME: \_\_\_\_\_  
ACTIVITY: \_\_\_\_\_

SCHOOL: \_\_\_\_\_  
DATES OF ACTIVITY: \_\_\_\_\_

<p><b>Conference/Travel Reimbursement: Sections C-F</b></p> <p>Approved Pre-approval form Proof of payment – canceled check or credit card statement <b>ORIGINAL</b> 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 <b>NOT</b> be processed per town hall.</p>	<p><b>Course Reimbursement Only:</b></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>B. Course/Conference Name:</b> _____</p> <p>Registration Fee \$ _____</p>	<p><b>F. Pre-Approved Lodging Expenses*</b></p> <p>Daily rate: _____ #of Nights: _____ Subtotal: _____</p> <p>Room tax: _____ Occupancy Tax: _____ Sales tax: _____ Other: _____ Subtotal: _____ <b>Grand Total:</b> _____ (personal phone calls not included) <b>(Must include original paid hotel receipt and copy credit card statement)</b></p>														
<p><b>C. Pre-Approved Supplies/Materials*</b> (Include Original Receipts) (taxes not reimbursable) \$ _____</p>	<p><b>G. Send Reimbursement to:</b></p> <p>Print Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Signature: _____</p>														
<p><b>D. Pre-Approved Travel Expenses*</b></p> <p>Destination: _____</p> <p>Address: _____</p> <p><b>Odometer Reading (Must be Completed)</b> Beginning: _____ Ending: _____ Mileage: _____ x .70 = \$ _____</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><b>H. Calculation for Settlement:</b></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: none;"></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: 50%;"></td> </tr> </tbody> </table> <p style="text-align: center;">Total Reimbursement</p>	\$	YOUR USE	OFFICE USE	Audited By				
Air Fare	\$ _____														
Car Rental	\$ _____														
Public Transportation	\$ _____														
\$	YOUR USE	OFFICE USE	Audited By												
<p><b>E. Pre-Approved Meals*:</b> _____ ( tax &amp; tip included, alcohol not included) <b>(Must include original itemized receipts for reimbursement)</b></p>	<p><b>APPROVAL:</b></p> <p>Principal: _____ Date: _____</p> <p>Director : _____ Date: _____</p> <p>Business Manager: _____ Date: _____</p> <p>Superintendent: _____ Date: _____</p>														
<p><b>School or Central Office Use Only:</b></p> <p>Budget Classification: _____</p> <p>Grant Project#: _____</p> <p>Line Item: _____</p>															

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