

# 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 &amp; tip included, alcohol not included)</small>	Section F: Lodging <small>(standard room rate/no upgrade)</small>
	Mileage: @ .70		
	Tolls:		
	Parking:		
	Air Fare:		
	Car Rental:		
	Public Transportation:		
<b>Total Cost</b>			\$ _____

## 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 \_\_\_\_\_