South Country School District

Memo

To: All staff attending conferences

From: Cristina Gennusa

Date: January 8, 2010

Re: reimbursement for conference

Below is a list of the items that accounting will need in order to process your reimbursement for conferences that you attend. Please submit the following to me and then I will submit all needed items to accounting:

Registration reimbursements:

- Receipt for payment
- If you do not receive a receipt then you need to submit a copy of returned check or Credit card statement

Lodging reimbursements:

- Detailed receipt for payment
- Copy of returned check or Credit card statement

Meal reimbursements:

- Detailed original receipts for all meals, excluding alcohol.

Mileage reimbursements:

- Copy of Map Quest with starting location listed as South Country School District to ending location

All reimbursement requests must also include:

- Copy of My Learning plan with Approvals
- Out-of-District Reimbursement form with amounts listed

**Please remember that you will not be reimbursed for Tax

- Certificate of Completion from conference
- Copy of itinerary or flyer from the conference

Please remember to always keep copies of everything that you submit.

Any questions please contact me by email cgennusa@southcountry.org or by phone 730-1545.