

Tips for processing reimbursements/Check Request Forms

Please reference D103 Purchasing Procedures for complete instructions.

Employee Responsibilities

Check Request Forms must be filled out completely with all detailed receipts attached. They must be signed by the employee and their supervisor.

*Note that the district does not reimburse for alcoholic beverages. Taxes and/or gratuity may be reimbursable if it is relative to the conference/workshop attended.

*If mileage reimbursement is being requested, a Mapquest or Google Maps page should be attached, along with toll documentation (2026 IRS rate is 72.5 cents per mile); mileage is reimbursable from your school's location to the conference and back.

*If items are purchased at a conference/workshop, these items are reimbursable at the discretion of the employee's supervisor and if approved, the supervisor must indicate their department's account number on the form for said items.

Supervisor Responsibilities

Review the Check Request Form and attached receipts for accuracy and signature. If items were purchased at the conference/workshop and the employee is requesting reimbursement, write the appropriate department account number designated for said items.

*Note that the supervisor can refer to My Learning Plan for specifics regarding pre-approved expenses prior to the employee's participation.