

EXPENSE REIMBURSEMENT FORM

NAME: _____
ACTIVITY: _____

SCHOOL: _____
DATES OF ACTIVITY: _____

For Reimbursement Purposes – The following documentation must be included: Approved Pre-Approval Form (Sections C-F only), Educator Plan with IPDP, Proof of Payment (proof of cancelled check or copy of credit card statement), All receipts must be itemized and original per the Town Hall, Certificate of Attendance (Workshop) or Grade/Transcript (Courses)
Itemized expenditures will not be reimbursed without original itemized receipts.

A. Per Contract: Course: _____ Conference: _____

<p>B. Course/Conference Name: _____</p> <p>Registration Fee \$ _____</p>	<p>F. Pre-Approved Lodging Expenses*</p> <p>Daily rate: _____ #of Nights: _____ Subtotal: _____</p> <p>Room tax: _____ Occupancy Tax: _____ Sales tax: _____ Other: _____ Subtotal: _____ Grand Total: _____ (personal phone calls not included) (Must include original paid hotel receipt and copy credit card statement)</p>																		
<p>C. Pre-Approved Supplies/Materials* (Include Receipts) (taxes not reimbursable) \$ _____</p>	<p>G. Send Reimbursement to:</p> <p>Print Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Signature: _____</p>																		
<p>D. Pre-Approved Travel Expenses*</p> <p>Destination: _____</p> <p>Address: _____</p> <p>Odometer Reading (Must be Completed) Beginning: _____ Ending: _____ Mileage: _____ x .57.5 = \$ _____</p> <p>Toll(s): _____ (receipt) Parking Fee(s): _____ (receipt)</p> <p>Transportation (include receipts)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Air Fare</td> <td style="width: 20%; 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>H. Calculation for Settlement:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">YOUR USE</th> <th style="width: 33%; text-align: center;">OFFICE USE</th> <th style="width: 15%; text-align: center;">Audited By</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">\$</td> <td style="border: 1px solid black; width: 100px; height: 30px;"></td> <td style="border: 1px solid black; width: 100px; height: 30px;"></td> <td style="border: 1px solid black; width: 100px; height: 30px;"></td> </tr> <tr> <td style="text-align: right;">Total</td> <td colspan="3" style="text-align: center;">Reimbursement</td> </tr> </tbody> </table>		YOUR USE	OFFICE USE	Audited By	\$				Total	Reimbursement		
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Total	Reimbursement																		
<p>E. Pre-Approved Meals*: _____ (tax & tip included, alcohol not included) (Must include original itemized receipts for reimbursement)</p>	<p>APPROVAL:</p> <p>Principal: _____ Date: _____</p> <p>Director: _____ Date: _____</p> <p>Business Manager: _____ Date: _____</p> <p>Asst. Superintendent : _____ Date: _____</p> <p>Superintendent: _____ Date: _____</p>																		
<p>School or Central Office Use Only:</p> <p>Budget Classification: _____</p> <p>Grant Project#: _____</p> <p>Line Item: _____</p>																			

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