

## INSTRUCTIONS FOR COMPLETING REIMBURSEMENT REQUEST

- 1) If you are just requesting **reimbursement for purchases**
  - You will only need to complete the front page.
  - Please attach original receipts to a separate 8.5x11 sheet of paper.
  - Write your name on all pages in case they become separated.
  - Have your administrator sign before you submit.
- 2) If you are requesting **reimbursement for travel, meals, or mileage**
  - Please complete ALL pages.
  - Please attach original receipts to a separate sheet of paper.
  - If you have traveled around or outside the district please attach a “Google Map” printout showing the address of where you left from and where you went to.
  - Write your name on all pages in case they become separated.
  - Have your administrator sign before you submit.

### ***PLEASE KEEP IN MIND THE FOLLOWING WHEN SUBMITTING YOUR REIMBURSEMENTS.***

- Receipts must contain **only items listed for reimbursement** – No personal items marked out.
- Bankcard receipts showing the total only are not acceptable. We often get restaurant receipts just showing a total. When dining, please check this and ask for **an itemized receipt** if you would like reimbursement.
- You must have a **purchase order if reimbursement totals \$100 or more** (mileage not included.)
- The mileage reimbursement rate changes every year in January.
- Reimbursements that do not have complete information **will be returned**.
- Please remember that reimbursement requests (even corrected ones) need to be **received in the district office by the 10<sup>th</sup>** of each month in order to be paid at the end of the month.
- Please contact **Accounts Payable at 340-4308** if you have any questions.