

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), Page 2 of 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/Membership: _____</p> <p>Registration/Tuition 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 .53.5 = \$ _____</p> <p>Toll(s): _____ (receipt) Parking Fee(s): _____ (receipt)</p> <p>Transportation (include receipts)</p> <p>Air Fare \$ _____ Car Rental \$ _____ Public Transportation (taxi/bus/train/shuttle) \$ _____</p>	<p>H. Calculation for Settlement:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%; text-align: center;">YOUR USE</th> <th style="width: 30%; text-align: center;">OFFICE USE</th> <th style="width: 30%; 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		
	YOUR USE	OFFICE USE	Audited By										
\$													
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.**