

PRE-APPROVAL REQUEST FOR EXPENSE REIMBURSEMENT

This form is only to be used to request *pre-approval* on Sections C-F on the Reimbursement Form

Name _____

School _____

Activity _____

Dates of Activity _____

Title of Activity _____

Location of Activity _____

Address _____

Reason for Request _____

Please indicate the cost/s associated with the reimbursement request:

***NOTE: Pre-approval is required only for the following categories not for the course registration.**

Section C: Supplies/Materials Only	Section D: Travel	Section E: Meals <small>(tax & tip included, alcohol not included)</small>	Section F: Lodging <small>(standard room rate/no upgrade)</small>
	Mileage: @ .53.5		
	Tolls:		
	Parking:		
	Air Fare:		
	Car Rental:		
	Public Transportation: (taxi/bus/train/shuttle)		
Total Cost			\$ _____

APPROVALS

Submit this form to your school principal and/or director for level approval. The school principal/director will forward the pre-approval form to the Assistant Superintendent's Office for verification that there are sufficient funds for this expenditure, and that it is consistent with the school/district goals. *If the request is approved, the form will be sent back to the employee, and it will need to be included with the reimbursement form .*

Fund Source _____

Line Item _____

Principal's/Director's Approval _____

Date _____

Business Manager: _____

Date _____

Assistant Superintendent's Approval _____

Date _____

Superintendent's Approval _____

Date _____