

EMPLOYEE REIMBURSEMENT PROCEDURE

TYPE OF REIMBURSEMENT:

MILAGE:

Pre-Approved Mileage Reimbursement

- a. Mileage reimbursement does not require a purchase order
- b. Mileage reimbursement forms can be found in the school office or the central office
- c. Complete and submit mileage reimbursement on a monthly basis. Each month should be on a separate form
- d. Mileage reimbursement forms need to be approved/signed by the Principal, Associate Principal or other Administrator

PROFESSIONAL SERVICES, SUPPLIES, BOOKS & EQUIPMENT

Prior Approval

- a. Follow procedure for purchase orders

Acceptable Forms of Proof of Payment

- a. Copy of personal checks with corresponding invoice or detailed receipt
- b. Credit card receipts with corresponding invoice or detailed receipt
- c. A summary receipt with amount and signature alone are **not** acceptable forms of proof of payment

Payment

- a. Reimbursement forms that have been approved will be paid during our next normal check run
- b. **Schools are not subject to sales tax**