

Reimbursement Procedures

It is the policy of the Governing Board to reimburse individuals for out-of-pocket expenses. The following guidelines for reimbursing individuals are set forth as follows:

1. Prior approval from the school principal or his/her designated staff member must be obtained before any goods and/or services are purchased.
2. For reimbursements to be considered, a school requisition form may be required to be completed and signed by the principal or his/her designated staff member.
3. Reimbursement will not be considered unless the goods and/or services purchased are related to the business and/or operation of the school. School related expenses would include but are not limited to:
 - a. items for enrichment classes
 - b. office supplies
 - c. film/film developing, photo equipment/supplies
 - d. enrichment supplies
 - classroom
 - instructional
 - other related expenses
 - e. publications/copy services
 - f. conferences/workshops
 - registration fees
 - material fees
 - other related conference expenses
 - g. travel expenses
 - car mileage
 - meals
 - hotel accommodations
 - other related travel expenses
 - h. other school related expenses
4. Reimbursements will not be considered unless a receipt or invoice is submitted. The receipt/invoice must show:
 - a) the date of purchase or service rendered, and
 - b) the description of the item(s) purchased and/or services rendered.
5. All receipts/invoices must be submitted to the finance director no later than thirty (30) days after the end of the current school's Enrichment session, activity, or event.

Reimbursement Procedures (Continued)

6. All reimbursements will be paid no later than ninety (90) days after receipt(s)/invoice(s) have been received by the Finance Director.
7. The school principal may approve all reimbursements up to and including \$200.00. All reimbursements over \$200.00 must be approved by the Governing Board.
8. In order to close out the current fiscal year, all receipts/invoices must be dated prior to June 15. All receipts/invoices must be turned in to the school's financial director no later than June 25th.
9. All grievances related to this policy must first be addressed to the school principal. If the problem is not resolved, the matter may be brought before the School Board for consideration. All Board decisions are final.

Policy adopted: May 6, 1999

Revised: August 12, 1999; September 21, 2004; May 31, 2007