

## EXPENSE REIMBURSEMENT INSTRUCTIONS

**NOTE:** Please use the Outside Purchase Requisition (OPR) process/form for purchases whenever possible to avoid the need to submit for reimbursements! Expenses that are submitted for reimbursement must be pre-approved and be submitted with the **necessary forms** which may include:

- **CONFERENCE/TRAVEL PRE-APPROVAL FORM,**
- **EXPENSE REIMBURSEMENT FORM** and/or the
- **MILEAGE REPORT & REIMBURSEMENT FORM.**

### **SUPERVISORS AND/OR PRINCIPALS PLEASE ENSURE:**

1. The **NEED** for purchase is identified
2. That the **PRE-APPROVAL** section is completed if the purchase cannot be made through the standard Outside Purchase Requisition (OPR) system answering:
  - a) Why can't this purchase be made through the PO system?
  - b) What is the funding source? Where will reimbursement come from?

***This needs to be done before the purchase is made.***

3. Complete an **OUTSIDE PURCHASE REQUISITION (OPR)** for a not-to-exceed amount using the employee who will be reimbursed as the payee and the cost of the purchase as the amount. If you have an employee who will need to make multiple purchases or be reimbursed for a recurring expense, the OPR may include the total estimated amount of reimbursement for the year.
4. After the Pre-Approval section of the form has been signed by the Supervisor/Principal, and the OPR has been submitted, the employee may make the purchase.
5. Once the purchase is made and the item(s) or service(s) received, the employee must use the pre-approved (signed) form(s) to:
  - a) List each item/service purchased individually,
  - b) Sign and attach original, itemized receipts for each purchase \*\*
  - c) Sign and submit the form(s) to his/her Supervisor/Principal for signature.

**\*\*** If the vendor does not return the itemized receipt (e.g., some restaurants) the District may accept a photograph of the itemized receipt.

Employees should turn in reimbursement requests within 3-5 days of the purchase. Please follow up with employees to be sure that they do not delay.

6. Once the Supervisor/Principal has signed off on the request (for the second time), confirming all information and receipts has been completed, please submit the form to the Business Office for processing.

Thank you!