Manhattan Beach
Unified School District

EXPENSE REIMBURSEMENT
PRE-APPROVAL & SUBMITTAL FORM

EXPENSE PRE-APPROVAL

This section must be completed and approved in advance of purchases being made. For Conference/Travel expense reimbursements, please also attach the pre-approved (signed) Conference/Travel form.

Employee _____ Date of Request _____

Dept/Site _____

I am requesting reimbursement for the purchase of _____

Rationale (indicate why this purchase could not be made through the Purchase Requisition process):

Reimbursement Not to Exceed _____ Funding Source _____

SACS Account _____

Will costs be reimbursed by another organization? yes _____ no _____

If so, which organization? _____

Board Approval Date (if applicable) _____ Agenda Item _____

Administrator Approval (signature) _____ Approval Date _____

EXPENSE REIMBURSEMENT REQUEST

This section to be completed after the purchase is made. Please attach original receipts and approved Conference/Travel form (if relevant).

Vendor	Item(s)	Purpose	Amount		Vendor	Item(s)	Purpose	Amount
						Total Reimbursement Requested		0

I hereby affirm that I did not realize any personal profit from this transaction and that this transaction did not involve the purchase of gift cards or the use of funds to purchase or provide gifts to myself or others. I understand that reimbursements must be pre-approved and are made in accordance with Board Policy and Administrative Regulation 3350. Costs exceeding the pre-approved amount will be borne by purchaser. Original, itemized receipts (or affidavit of lost receipt) and, if applicable, approved Conference/ Travel Request form must be submitted with reimbursement request. Receipts to be submitted within 3-5 days of purchase.

Signature: _____ **Date** _____

_____
Principal/Program Administrator Approval (signature/date)

Reimbursement Payee: _____

_____
Dawnalyn Murakawa-Leopard, EdD
Deputy Superintendent, Business Services

Remit Reimbursement to (address):

For questions regarding valid documentation, please contact Shirley Evans at x5939 or sevans@mbusd.org