

## Reimbursement Form

The Reimbursement Form is used for several different things. Everything should be approved prior to completing the Reimbursement Form.

- Mileage Reimbursement for conferences –  
The 2016 rate is 54 cents/mile (this rate changes yearly)
- Meals and Registration paid personally
- Extra hours (ie: covering a class, district workshops)
- Supplies personally purchased

### Instructions:

Complete the **Reimbursement Form** and have the Principal sign it. Then it will be sent to the Superintendent at the Unit Office for approval.

- Conference mileage, meals and registration has to be approved on the Professional Development Request prior to the conference.
- Supplies personally purchased have to be approved on a Purchase Order before buying.
- Mileage, Meals, Registrations, and purchases will be reimbursed after the Board Meeting each month.
- Extra Hours will go thru payroll.