



Employee Reimbursements

1. Regular monthly mileage forms must be submitted to the Superintendent for approval within 10 days of the end of each month. This form is available on the Treasurer's link of the school website.
2. A Reimbursement Request for Professional Meeting form must be completed as soon as possible after your return. This form is available on the Treasurer's link of the school website.

Please attach all receipts. **NO** reimbursements will be made without the original receipt. Tax will be reimbursed to you. Tips are **not** a reimbursable expense.

If you have requested reimbursement on a Professional Leave form and did not attend the conference and/or did not have any expenses, ***please*** notify Susie, ext. 555, so she can cancel the purchase order.