

Expense Reimbursements per Board Policy

- ✚ All expenses must have prior approval by submitting a requisition for a Purchase Order (PO).**
- ✚ When purchasing items for reimbursement keep district expenses separate from personal purchases on receipts.**
- ✚ Meals will be reimbursed up to \$60.00 a day, not to exceed \$25.00 per meal.**
- ✚ Receipts for meals must include the names of all individuals for whom meals were provided.**
- ✚ Gratuities and/or tips are reimbursable up to 15% when appropriate. If the restaurant automatically charges gratuity, the gratuity will be allowed or reimbursed.**
- ✚ Receipts and appropriate form(s) are to be turned in with the credit card to the Treasurer's office within four (4) business days upon completion of use. Expenses will only be paid once an invoice/receipt are provided.**
- ✚ Cash Advance – submit a requisition with your name is the vendor**
 - Once the Purchase Order is approved you will fill out a cash advance form provided by the Treasurer's office.
 - The “purpose” of the cash advance is the only approved expenses for the funds provided. Ex: State Wrestling meals, only food items should be purchased. (unless for medical purposes)
 - When returning remaining cash please provide the exact cash/change.