# PLEASE READ BOTH SIDES OF FORM BEFORE SUBMITTING FOR REIMBURSEMENT

INSTRUCTIONS FOR REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT

RECEIPTS -MUST BE ORIGINALS AND ITEMIZED (No copies will be accepted)

ONLY APPROVED EXPENSES ON THE PROFESSIONAL DEVELOPMENT FORM WILL BE REIMBURSED. IF EXPENSES EXCEED APPROVED AMOUNT, THE DIRECTOR OF TEACHING AND LEARNING MUST APPROVE THE OVERAGE.

#### **CLAIMING EXPENSES:**

Complete Accounts Payable Voucher listing **ALL** expenses, including mileage. Mileage expenses should be claimed on the special mileage form as well. Both forms should include name, address and signature of the employee and initialed by building principal. Also, a copy of the PD form should be attached. **THERE WILL BE ABSOLUTELY NO REIMBURSEMENT WITHOUT ITEMIZED RECEIPTS!** 

### □ **REGISTRATION**:

- If paid by an employee; submit a paid invoice or proof of payment with paperwork. Make sure the employee name is listed.
- If PO created, send an unpaid invoice with PO number notated on the invoice and submit to Admin.

### □ LODGING:

Original and itemized receipts ONLY. \* see below

#### ☐ MEALS:

- Must be itemized to show exactly what was ordered (if part of lodging- meal receipt MUST accompany lodging receipt.) (Alcohol is not reimbursable.)
- Only one receipt per meal (Unspent per meal allowance may not carry over to another meal.)
- Meals only for the approved individual should be claimed.
- ☐ **MILEAGE:** (IRS mileage rate: .625 per mile beginning July 1, 2022)
- Must provide an odometer reading on special mileage form or provide a copy of map quest/google maps with the completed special mileage form
- □ PARKING/TOLLS/TRAIN/CAB/CAR RENTAL/GAS EXPENSE FOR CAR RENTAL:
- Must Provide itemized original receipt

\*\*\*\*\*\* SEE BACK FOR EXAMPLE OF ACCOUNTS PAYABLE VOUCHER \*\*\*\*\*\*\*\*

EMPLOYEES MAY BE RESPONSIBLE FOR ANY ADDITIONAL EXPENSE THAT EXCEEDS THE AUTHORIZED AMOUNT FOR THE EMPLOYEE'S TRAVEL WHILE ON SCHOOL OR CORPORATION BUSINESS.

REMINDER: When traveling on school/corporation business, employees are EXPECTED to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

INCOMPLETE CLAIM FORMS WILL BE SENT BACK CAUSING A DELAY IN REIMBURSEMENT.

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\*PLEASE NOTE: If booking hotels through Expedia, Priceline, etc., please provide the booking receipt with the cost amount as well as a confirmation receipt from the hotel.

RETURN all forms and ITEMIZED RECEIPTS to MARQUITA WHITE, Teaching & Learning.

# PAPERWORK SUBMISSION

### (PLEASE ORGANIZE IN ORDER OF 1-4)

- 1) Completed Accounts Payable Voucher- see below for example
- 2) Copy of approved Professional Development form
- 3) Copies of all supporting documentation of expenses (i.e. hotel bill, receipts, etc.)
- 4) Completed Special Mileage form with odometer reading or mapquest/google map documentation from employees place of employment to workshop location
- 5) All receipts should be taped down
- 6) Retain copies of all paperwork for your records
- 7) Principal should initial the Accounts Payable Voucher

Prescribed by State Board of Accounts

School Form No. 523 (2006)

# ACCOUNTS PAYABLE VOUCHER

DUNELAND SCHOOL CORPORATION • 601 WEST MORGAN AVENUE. • CHESTERTON, IN 46304 An invoice or bill to be properly itemized must show: kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

			<b>.</b>	
Sue Smith 601 w morgan Ave Chesterton, YN 46304			Purchase Order No Terms Date Due	
Invoice Date	Invoice Number	(or note atta	Description ached invoice(s) or bill(s)	Amount
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211960		Airfore		# 565-
alig-alada	<b>D</b>	Mealo		4 125-
2/19/20		Milesof	Complete Special	W 150
		O_	mileage formalsa)	
		70	Stel	1205.25
I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and that the materials or services itemized thereon for which charge is made were ordered and received except				
2/07	, 20	Signatu	ure T	itle
I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-1.6.				

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