

## Mileage/Expense Reimbursement

### Conference Registrations and Expense reimbursements

If you are approved, a requisition/purchase order needs to be done immediately, before you attend the conference.

A requisition/purchase order is also needed to be reimbursed for mileage/food/hotel.

- Mileage needs to be calculated from school, not your home.
- To be reimbursed for food, the original receipt **must be signed** by you and attached with your expense report. You can charge your food on your personal credit card but to be reimbursed you need **both** copies of receipt (detailed copy and charge copy) **both copies signed**. We can pay taxes on your meals but not on your hotel.
- When booking a hotel, secure it with your personal credit card, fill out a requisition listing hotel as vendor and I will send you a check on the pony days before the conference. Tax exempt forms are available from your building secretary. When booking your hotel, be sure to mention that our school is tax exempt.

### Expense Reimbursement

If you are approved to purchase classroom materials, check with your school secretary to see how to be reimbursed. ALWAYS get a receipt, for reimbursement. Under no conditions will you be reimbursed without a receipt. ALSO you will need a tax exempt form as we can not reimburse tax, no exceptions.

Before turning in your **signed** receipts, always make a copy for your files.