



## GUIDELINES FOR REIMBURSEMENT

### REQUEST FOR PAYMENTS

These requests are mainly for the reimbursement to employees for expenditures made on the school's behalf. These types of purchases are discouraged, but in some instances cannot be avoided.

1. Original, itemized receipts are required for reimbursement
2. It is necessary that a Supervisor of the requester be aware of what was purchased before reimbursement can be completed.
3. The district will not reimburse cash for purchases made using a gift card or a gift certificate. Therefore, please do not use personal gift cards/certificates when purchasing items for The Greenspire School.
4. Any reimbursement requests for the purchase of gift certificates must include copies of all certificates, names of recipients, and reason for the certificate.
5. When a staff member places an order online or by phone, district policy is to have any merchandise that is to be paid for by Greenspire delivered directly to Greenspire. Reimbursement will not be made for items shipped to personal home addresses.
6. Gifts and alcohol are not reimbursable expenses.
7. It is not legal practice for anyone to use Greenspire's tax-exempt number when Greenspire is not the purchaser at point of sale. Therefore, purchase orders and credit card purchasing are the only legal means to purchase using tax exempt status.
8. Sales tax is not reimbursable.

Requests that do not comply with the above guidelines could be denied reimbursement.

### CONFERENCE REIMBURSEMENTS

Conference Reimbursements must adhere to the following following guidelines:

1. Sales tax is not refundable
2. Meals are reimbursed up to a maximum of \$45 per day including gratuity
3. Accommodations are reimbursed up to a maximum of \$150 per day including all taxes and fees
4. All original itemized receipts are required for reimbursement
5. Mileage will be reimbursed at a rate of \$0.57 per mile for FY19/20

Requests that do not comply with the above guidelines could be denied reimbursement.

These requests are inputted into MIS (INVENTORY) for payment processing.