TIPS FOR FASTER REIMBURSEMENT

1. If **ordering on-line**, you will need to attach **copy of order that shows detail of what was purchased, cost per item, and how you paid.** You will also need to attach a packing list or take the items to a co-worker and have them send me an email verifying they have seen the items or co-worker can also write "I verify receipt" and then sign their name right on the order form. The auditors need to see some proof of the items being received. Attach forms to an employee reimbursement form and complete.

2. **For workshops/trainings you've paid for** and want reimbursed, you need **something that shows the name of the training/workshop/coursework and the cost (registration form), proof that you paid, and proof that you completed which needs to show the name**. Proof of completion can be: clock hour form, certificate of attendance/completion, or an email from instructor (people) of the workshop that verifies your attendance. Attach forms to an employee reimbursement form and complete.

3. Make sure you have **original, detailed receipt** and it must show payment (either cash or charge). **Do not send just credit card charge slip** as this has no detail other than cost and the auditors not only need to see **how it was paid**, but also **what was purchased**

4. For **meal reimbursement when there is no overnight hotel stay**, you need a detailed receipt (not credit card slip) AND the meal reimbursement will be taxable income per the IRS.

5. **Please do not highlight items to be reimbursed**; please circle or notch. Highlighting can make the item/cost unreadable and therefore, cannot be reimbursed; the auditors need to be able to read.

6. **Please do not TAPE** all sides of your receipt – just a small strip at the top is enough. The tape often "eats" away the writing.

7. **Be sure your name is printed clearly**. If I can't read the name, I don't know who to reimburse.

8. ALL reimbursements need to have an authorizing signature of either your principal or District Office person and account code before forwarding to accounting department.