



REIMBURSEMENT OF EDUCATIONAL EXPENSES

Please submit completed form to your Principal/Supervisor for approval no later than 5 days after the date of the conference/meeting/expense.

Name: _____ Date of Application: _____

Workshop, Conference (Describe or identify): _____

Place: _____ Date(s) of conf./workshop: _____

	ADVANCE:	_____
EXPENSES:		
Miles	Rate	
Transportation/Car (x)		_____
Transportation/Other		_____
*Lodging		_____
**Meals only: (not to exceed \$35 per day)		_____
Registration fee:		_____
Other (Itemize-attach list)		_____
	LESS TOTAL EXPENSES:	- _____
		= _____
	REFUND TO APS/REIMBURSEMENT TO YOU:	_____
Are substitute teacher costs reimbursable?	Yes No	
If yes, from whom?		
* http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html		
** http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/MandI.htm		

PROCEDURE

Employee: Complete this form, print and send with original **signed and dated receipts** to Mary Helen Hayes at the Administrative Offices.

Employee: Also, send this form via email to your principal/supervisor for their electronic signature.¹

Principal: Approve and email electronic copy to Mary Helen Hayes.

¹Principal: If PDC² funds are utilized, obtain approval from the PDC representative first and then forward this approved form to Mary Helen Hayes.

²Professional Development and Curriculum Committee (PRODAC)

(Meals are breakfast, lunch and dinner. Alcohol is not reimbursable.)

Employee Signature _____ Approved _____ Date _____
(Principal/Supervisor)

Acct _____ Acct # _____
\$ amount designated \$ amount designated

Approved _____ PDC Acct# _____
(PDC Representative) (Date) \$ amount designated

Approved _____ Approved _____
(Superintendent/designee) (Date) (Business Office) (Date)

Flow:
 Employee → (Hard copy & original receipts to MH Hayes; Electronic copy to Principal) → Principal to PDC Rep (if applicable) → Signed/Approved Electronic Copy to MH Hayes → Business Office