

# Needham School Department Expense Reimbursement Form\*

Employee: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_  
(As appears on Town of Needham paycheck)

Account #: \_\_\_\_\_ -520- \_\_\_\_\_

R5	5341	Postage	\$ _____
R5	5380	All Other Purchase of Services	\$ _____
R6	5420	Office Supplies (Administrative)	\$ _____
R7	5510	Educational Supplies – General Ed Supplies	\$ _____
R7	5512	Educational Supplies – Reference/Clrm Library Materials	\$ _____
R7	5517	Educational Supplies – Workbooks/Textbooks	\$ _____
R7	5522	Educational Supplies – Instr. Equipment	\$ _____
R7	5580	All Other Supplies	\$ _____
R2	5710	Travel/Conferences - In State – See other side **	\$ _____
RE	5720	Travel/Conferences - Out-of-State – See other side **	\$ _____
R8	5730	Dues & Memberships	\$ _____
R8	5780	All Other Expenses	\$ _____
_____	Other	_____	\$ _____

Explanation of Expense: \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature/Date: \_\_\_\_\_

Department Manager Signature/Date: \_\_\_\_\_

Business Office/ Superintendent (if Necessary) Signature/Date: \_\_\_\_\_

\* The School Department authorizes reimbursement for out-of-pocket expenses associated with conferences/travel, in emergencies or extenuating circumstances (approved in advance by the Director of Financial Operations), and when purchase orders are not accepted by a vendor. All requests must be signed by the employee and accompanied by original, itemized receipts, showing proof of payment (no faxes or photocopies.) A credit card statement does not suffice as an invoice, because it is not itemized. If original receipts are unavailable, a signed affidavit must be submitted by the supervisor attesting to the work-related expense. If goods have been shipped to a non-school address, the supervisor must submit a signed affidavit that the items are in the possession of Needham Public Schools. Conference reimbursements must be accompanied by a flyer, which describes the conference and identifies relevant dates. Receipts will be matched to the conference dates. Only staff expenses will be reimbursed; the Town will not reimburse the expenses of parents or volunteers. The Town reimburses meals tax and hotel excise tax, but not sales tax, unless the same item can not be procured tax-free through the Town's regular procurement process. Needham will not reimburse for alcohol, tobacco or gifts. Reimbursements processed by noon Friday will be included on the following Friday's payroll check. \*\* In-state travel must be approved in advance by the supervising administrator. Out-of-state travel must be approved in advance by the Superintendent.

**I hereby request reimbursement for Automobile Travel Expenses: - current rate \$0.58 cents/mile (effective for travel on or after Jan 1, 2019. Old rate of \$0.545 applies to travel on Dec 31, 2018 or earlier.)**

<u>Date</u>	<u>Location</u>	<u>Reason</u>	<u>Miles</u>	<u>Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total</b>			_____	\$ _____
Parking	\$ _____	(attach receipts)		
Tolls	\$ _____	(attach receipts)		
<b>Grand Total</b>				\$ _____

**I hereby request reimbursement for the following travel-related expenses:**

Conference/Meeting Description: \_\_\_\_\_

Place of Conference/Meeting: \_\_\_\_\_

Dates of Travel for Conference/Meeting: \_\_\_\_\_

Breakdown of Reimbursement (attach receipts):

Registration Fee \$ \_\_\_\_\_

Travel Arrangements \_\_\_\_\_

Lodging \_\_\_\_\_

Meals: \_\_\_\_\_

**Total** \$ \_\_\_\_\_