

REIMBURSEMENT GUIDELINES

TO EXPEDITE REIMBURSEMENTS, PLEASE ADHERE TO THE FOLLOWING GUIDELINES

1. Please complete the "Reimbursement Request Form" (RRF) found below, at the Activities Office or in the link on this page. Please also complete any other applicable forms also found below and on this webpage <https://www.fjuhsd.org/Page/4133>, making certain to provide the appropriate signatures.

2. **RECEIPTS:**
 - a. ALL claimed items for reimbursement MUST have a coordinating receipt.
 - b. ALL receipts MUST be **originals**. COPIES of receipts are not acceptable.
 - c. ALL receipts MUST show individual items purchased along with their prices (versus providing just the credit card receipt which indicates the total amount of the purchase only).
 - d. You may NOT use a gift card to make purchases that you want to be reimbursed for.
 - e. PROOF OF PURCHASE in some form including your name must be provided when using anything other than cash (credit card statement or copy of canceled check). Reimbursements are only issued to the person noted on the proof of purchase. If you use a credit card to purchase, please provide your statement showing your name and the charge, blacking out any other charges or unrelated info.
 - f. ON-LINE PURCHASES: If you are requesting reimbursement for an on-line purchase for which you have used your credit card, you must provide a copy of the receipt that indicates that the item was paid for and was shipped ALONG WITH a copy of your credit card statement showing the purchase was charged. See above for proof of purchase requirement for credit card purchases.
 - g. MULTIPLE RECEIPTS: If you have multiple receipts, please fill out the spreadsheet which is the second page of the RRF. Please also attach your receipts in the order you listed them on the spreadsheet.

NOTE: When dining in a group, EACH individual needs to make their own purchase to submit their OWN original receipt. No group receipts please.

3. **GIFT CARDS:** if you are awarding gift cards as prizes and requesting reimbursement for purchasing them, they MUST be in the amount of \$25 or under; you MUST provide the names and signatures of ALL recipients on the "Gift Cards Awarded" form found below. You may also obtain this form at the Activities Desk. You may not purchase and award gift cards from Amazon, Target or any other vendors where alcohol or tobacco can be purchased.

4. **STAFF MEMBERS:**

- a. FOR ALL REIMBURSEMENTS EXCEEDING \$200: For any staff requests exceeding \$200, a PURCHASE ORDER must be reviewed, approved and signed (PRIOR TO PURCHASING THE ITEMS TO BE REIMBURSED) through the weekly ASB meeting. Please see Ms. Williams in Activities to start that process. Please also note that large orders for items should be coordinated with vendors via a ASB pre-approved PO to avoid personal reimbursements whenever possible.
- b. If you are a **staff member** requesting to be reimbursed for food, gas, flight, etc. while at a conference, club competition or field trip, please make sure to fill out and include the half slip "REQUEST FOR AUTHORIZATION TO ATTEND..." form that you may obtain at the Activities desk. Club events are reimbursed BY THE CLUB, not by the site or district and should be submitted to Activities. Please account for these expenses in your budget for that club. In addition, if you are attending an overnight event, please see Maria Williams to complete the appropriate **extended field trip paperwork** for board approval PRIOR to the event and attach a copy of the approval.

Please share these guidelines with any parent chaperone requesting reimbursements.

NOTE: Transportation and hotel expenses are not reimbursed until AFTER the event has occurred.

MULTIPLE ATTACHED RECEIPTS

#	DATE OF RECEIPT	VENDOR	ITEM DESCRIPTION	AMOUNT	COMMENTS
1					
2					
3					
4					
5					
6					
7					
8					
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TOTAL:

