

# CONFERENCE AND FIELD TRIP REIMBURSEMENT GUIDELINES

## TO EXPEDITE REIMBURSEMENTS, PLEASE ADHERE TO THE FOLLOWING GUIDELINES

1. **STAFF MEMBERS:** 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.***

2. Along with the above, 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, making certain to provide the appropriate signatures.
3. **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 cancelled 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. 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. Tips are not reimbursable.***

4. **GIFT CARDS:** if you are awarding gift cards 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.

# REIMBURSEMENT REQUEST

TROY HIGH SCHOOL

DATE : \_\_\_\_\_

## PAYABLE TO:

NAME (STAFF, PARENT OR STUDENT TO BE PAID)	
STUDENT ID #	

ACTIVITY / EVENT	
CLUB/GROUP	
BUDGET #	

This is to certify that I bought the necessary supplies for Troy High School Associated Student Body (ASB) in the total amount of \$\_\_\_\_\_ and have attached all **itemized** receipts. The vendor's name is printed on the receipt. Describe reason for reimbursement or refund:

\_\_\_\_\_  
\_\_\_\_\_

ADVISOR NAME (PLEASE PRINT)		ADVISOR SIGNATURE (MANDATORY)	
PAYEE NAME (PLEASE PRINT)		PAYEE SIGNATURE	

**MULTIPLE ATTACHED RECEIPTS**

<b>#</b>	<b>DATE OF RECEIPT</b>	<b>VENDOR</b>	<b>ITEM DESCRIPTION</b>	<b>AMOUNT</b>	<b>COMMENTS</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					

**TOTAL:**

