

Reimbursement checklist for: conferences, hotels, meals & mileage

The following documentation MUST accompany your request for reimbursement and are to be received after the conference has been attended.

- ◇ Vendor claim form with original signatures (blue ink preferred-NO pencil).
- ◇ Original itemized receipts.
- ◇ Credit card or bank statement showing charge and/or canceled check (if no itemized receipt can be produced)
- ◇ Conference documentation including copy of conference overview/flyer.
- ◇ Proof of conference attendance where attainable (i.e. certificate, name tag, agenda, program cover, signature of facilitator, etc.).
- ◇ Mileage reimbursement requests for out-of-district travel (if previously approved) are calculated from your school address and must include MapQuest print-outs.
- ◇ When two or more attend the same conference and share costs (i.e. dinner, etc.), each must provide rationale for reimbursement and copies of all prior approval forms involved.
- ◇ Your copy of FINAL Prior Approval.