

TEACHER REIMBURSEMENT CHECKLIST

**Please turn in within three days of returning from your trip*

- 1. Travel and Expense Reimbursement Claim form on top
- 2. Vendor Number (leave blank)
- 3. Budget Code (leave blank)
- 4. Attach a Google Map if requesting mileage reimbursement (Mileage is calculated from school to the event location. If you travel additional local vicinity miles shuttling students, please note that on the front of the request form.) Use the most direct route in your calculation. DO NOT round mileage.
- 5. Meals are per diem (no need to attach food receipts) and are only paid for overnight trips; number of meals paid for depends on departure time (first day of trip) and return time (last day of trip)
- 6. Parking reimbursement will need receipts attached, and include on Claim Form under "Other Expenses."
- 7. Attach Agenda/Conference Schedule
- 8. Double check the math (If you delete a formula in the spreadsheet, it will not calculate correctly)
- 9. Make sure necessary signatures are on paperwork—send via Courier.