

## EMPLOYEE REIMBURSEMENT GUIDELINES

Correctly completed employee reimbursements must be turned in by the Wednesday the week before a pay date for consideration of payment the following week on the individual's paycheck. (This follows the same deadline as payroll.) Payment is not guaranteed the Friday of the following week.

**Please do not hold onto reimbursements or mileage requests for longer than one month (except for FEA conference reimbursements which are paid at the end of June).** Waiting longer than this can result in lost receipts or inadequate backup which will result in a potential disallowance of the reimbursement request.

**For timely reimbursements within this time frame, please be sure that all needed documentation is attached.**

**Attach original, ITEMIZED receipts or original invoices** and a copy of your cancelled check or credit card statement showing payment, unless the invoice shows that payment has been made, discloses the method of payment and shows a balance due of "0". Your receipt must itemize what was purchased in order to receive reimbursement. This also includes food receipts which must be itemized. Fully complete the Check Request Form including your name, address, your five byte ID number (located in the Social Security box of your pay stub) and the account number with spaces/dashes/dots between the digits.

If you did not pay for the expense, you will not be reimbursed for it. Incentives such as Frequent Flyer miles, vouchers, coupons and other non-cash incentives will not be accepted as proof of payment because these are not "out of pocket" expenditures. Items such as gift cards or gift certificates will not be accepted as proof of payment even if you purchased the gift card or certificate with personal funds.

An order confirmation is not acceptable for reimbursements. The confirmation shows the items have been ordered, not received, and in most cases does not supply sufficient proof of payment.

Prior to purchasing, all **software/hardware** items must be approved by the Executive Director of PreK-12 Instructional Support Services.

**Reminder:** Only purchases directly paid for by the District are considered tax exempt, and items must be shipped to your Farmington Public School District building address.

Before sending a check request to the Payroll Department, sign and date the form, have an Administrator sign and make sure that you have included a short meaningful description of what was purchased and why.

**All employee reimbursements are included in your paycheck. You will not receive a separate check.**

## MILEAGE REIMBURSEMENTS

- Fully complete a "Mileage Reimbursement Request". Include your name, address, account number and your five byte ID number.
- Give dates, destination, purpose and mileage. Use the District mileage chart for mileage between District buildings (Oakland Schools has been added for your convenience).
- For all other destinations, please include (when possible) a copy of Map Quest directions.
- Mileage reimbursements **must** be submitted at least quarterly. Failure to do so will result in disallowance of your mileage request. NO EXCEPTIONS.
- Total all pages to the first page, sign and have your supervisor sign.
- Please be sure that your completed form is legible.