



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334



Timberlane.net



@TimberlaneRegional



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EXPENSE REIMBURSEMENT REQUEST

Employee: _____

Date: _____

Reason for reimbursement: _____

Purchase Order #: _____

Reimbursement requested:

Registration	\$ _____
Auto Mileage *	\$ _____
Airline Travel	\$ _____
Meals	\$ _____
Lodging	\$ _____
Tolls/Parking	\$ _____
Other (specify)	\$ _____
Total	\$ _____

* Miles @ _____ cents per mile = \$ _____ mileage rate on Sharepoint (IRS rate)

All requests for reimbursement must be substantiated with detail receipts (not credit card summary receipts) attached to this form or reimbursement will not be made (ref. district policy DKC).

I hereby certify that the above is valid record of allowable expenses incurred for the purpose stated and that all travel has been performed in conformance with local and federal regulations.

Requestor: _____ Date: _____ Approved: _____ Date: _____
Principal/Director

Approved: _____ Date: _____

Business Department



Expense Reimbursement Request

All purchases must be approved in advance by means of an approved Purchase Order (ref. district policies DJ, DJB).

All expenses and reimbursement requests must be submitted promptly for payment after the expense is incurred referencing a purchase order.

Reimbursement for cost incurred by the employee is submitted by use of the Expense Reimbursement Request form with supporting detail receipts.

- Reimbursement will be based on DETAILED RECEIPTS only. No reimbursements will be processed without the detailed receipts (ref. district policy DKC).
- NO LIQUOR can show on any receipt. Receipts with liquor will not be reimbursed at all.

The Expense Reimbursement Request form should be completed by the employee and submitted with all receipts attached to their Principal / Director.

Upon approval by the Principal / Director, the form should be submitted to the Receptionist for Processing and final approval from the Business Office Administrator. When approved, payment will be processed in the next payment cycle.