

# WACHUSETT REGIONAL SCHOOL DISTRICT

Ref#
Review by (initials)
(For Business Office Use Only)

## Employee Reimbursement for Expenses EXCLUDING TRAVEL, LODGING, MEALS AND TOLLS

**In order to be processed, all requests must be filed within 30 days of activity and/or event.**

NAME: \_\_\_\_\_

COST CENTER:  
(school name) \_\_\_\_\_

ACCOUNT #:  AMOUNT:

PURPOSE: Reimburse employee for the purchase of: \_\_\_\_\_ per AFSCME contract **2018/19 SY**

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

Make Payable to: \_\_\_\_\_

Send to - Address: \_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager's Initials as to review of form for completeness and supporting documentation: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee: \*List Expenditures with amounts for each in "PURPOSE" section, \* Attach Receipts, \* Sign, \* Obtain Approvals**

1. Submit this completed and signed form to Maria in Human Resources with all receipts/attachments
2. Director of Human Resources will sign/approve, and Maria will return to employee by interoffice mail or email
3. Employee must then obtain **principal's** signature for approval, and email or deliver **back to HR** for submittal to finance dept.

In order to be processed, all requests must be filed within 30 days of activity and/or event,  
have all required signatures, and list the account code (if applicable) to which the expense is to be charged.  
(including Conference/Workshop/Visitation pre-authorization)