

# PRE-APPROVAL REQUEST FOR EXPENSE REIMBURSEMENT

This form is only to be used to request *pre-approval* on Sections C-F on the Reimbursement Form

Name \_\_\_\_\_ School \_\_\_\_\_

Activity \_\_\_\_\_ Dates of Activity \_\_\_\_\_

Title of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_

Address \_\_\_\_\_

Reason for Request \_\_\_\_\_

Please indicate the cost(s) associated with the reimbursement request:

**\*NOTE:** Pre-approval is required only for the following categories not for the course registration.

| Section C:<br>Supplies/Materials Only | Section D:<br>Travel   | Section E:<br>Meals<br><small>(tax &amp; tip included, alcohol not included)</small> | Section F:<br>Lodging<br><small>(standard room rate/no upgrade)</small> |
|---------------------------------------|------------------------|--|---|
|                                       | Mileage: @ .58         |  |   |
|                                       | Tolls:                 |  |   |
|                                       | Parking:               |  |   |
|                                       | Air Fare:              |  |   |
|                                       | Car Rental:            |  |   |
|                                       | Public Transportation: |  |   |
| <b>Total Cost</b>                     |                        |  | <b>\$</b>   |

## APPROVALS

Submit this form to your school principal and/or director for level approval. The school principal/director will forward the pre-approval form to the Assistant Superintendent's Office for verification that there are sufficient funds for this expenditure, and that it is consistent with the school/district goals. *If the request is approved, the form will be sent back to the employee, and it will need to be included with the reimbursement form.*

Fund Source \_\_\_\_\_ Line Item \_\_\_\_\_

Principal's/Director's Approval \_\_\_\_\_ Date \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date \_\_\_\_\_

Assistant Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_