

PROCEDURE FOR SUBMITTING REIMBURSEMENTS

All reimbursements will need the following completed and attached in order for it to be processed.

Pre-Approval Request Form

- Preapproval is required **only** (not for registration/tuition fee) for all courses/workshops that need lodging, meals, travel expenses and supplies/materials. **This preapproval form needs to be completed and signed prior to attendance the course/workshop.**

Step 1: Complete the Reimbursement Sheet.

- Complete the necessary sections that pertain to your workshop/course.
- Submit original itemized receipts (*photo copies of receipts are not accepted by the Town Hall*) All food receipts must show paid in full and show food items purchased. (NO liquor on receipts). Hotel bill must show paid in full with credit card payment information on bill. For Sections C, D, E & F (supplies/materials, mileage, parking fees, tolls, air fare, car rental & public transportation, pre-approved meals and lodging) if requesting reimbursement for these sections. Please also include copy of the approved preapproval form.
- Reimbursements are for ONLY individual expenses not to be shared. Individual receipts will only be accepted.
- **Section G always needs to be completed. The check is mailed to that address.**
- Principal (and Director if applicable) Signature(s) is required before submitting.

Step 2: Individual Professional Development Plan

- Page 2 of your Individual Professional Development Plan or Ed. Plan Form with IPDP needs to be submitted with every reimbursement. **(Make sure your name is on it).**

Step 3: Proof of Payment (Town Hall will only accept the following methods)

- Check: The front and back of the cancelled check **or** bank image of the cancelled image **or** bank statement (monthly statement or online copy must have your name and address).
- Credit Card: A copy of the credit statement (must have your name and address on statement). Please white out account numbers, interest rates, other purchases, etc. We only need to see the charge for the workshop/course on the statement.
- Cash: Original itemized paid receipt will only be accepted.

Step 4: Certificate of Attendance or Transcript

- Workshops: A copy of the Certificate of Attendance. If one was not issued, then please attach a copy of the agenda or name badge.
- Courses: A copy of the transcript or grade report. **(Official transcript and copy of your diploma is only necessary when moving to Masters).**
- If the course is going to move you up on the salary schedule, you will need to make another copy of the transcript/grade report. You are responsible for recording and attaching it to your course sheet

Incomplete reimbursement packets will be returned and not processed until packet is completed. Once all of the information requested in Steps 1-4 has been submitted, your reimbursement will be processed. It does take some time before you will see the check because it has to be put on the next available School Committee Warrant. Town Hall will mail out the checks two weeks after School Committee approval.

If you have any questions on any of the above steps, please contact Nellie Affonso at Bush Street at 508-997-3391 x 1109 or by email: nellieaffonso@dartmouthschools.org.