

Purchases for Reimbursement must be approved in advance.
SEK Interlocal#637
Request for Reimbursement

Name _____ Date _____

Date(s) of Expense From _____ To _____

Location/Description of
Expense _____

-
- | | | |
|----|---------------------------------------|----------|
| 1. | Meals (\$45.00 per day with receipts) | \$ _____ |
| 2. | Other (as requested/pre-approved) | \$ _____ |
| | A. _____ | |
| | B. _____ | |
| | C. _____ | |

Total Reimbursement Requested \$ _____

Submitted by _____ School _____

1. Complete form and submit to the Interlocal#637 business office.
2. Meals. If approved, reimbursement may be made for meals up to \$45.00 per day. **Signed receipts must be submitted for reimbursement.**
3. Other expenses: itemize these and attach receipts. **All receipts need to be signed.**
4. Reimbursement for professional development is based upon pre-approval.
5. Purchase of materials, books, equipment requires pre-approval.

****Motel/Hotel signed receipts should be sent to the Interlocal office following your conference.
****Fuel Card signed receipts should be sent to the Interlocal Office following your conference.
****If approved for mileage, please complete mileage form for reimbursement.