

Expense Report Instructions

Please follow these guidelines to ensure your Expense Report will be reimbursed promptly.

Complete the top portion of the Expense Report entirely. During the school year, your check will be sent to your assigned building -- however, if completing an Expense Report after the school year, please provide your home mailing address.

Purpose Of Travel - Please list the reason traveling was required (i.e.. Traveling teacher, name of conference, meeting, etc..)

Auto Expense - Please list the date, number of miles, From and To (list the actual places)

Hotel, Meals and Other Expenses - Please attach itemized receipts behind the "Expense Report" for which you are requesting reimbursement.

Signatures - Please sign your Expense Report. In addition, please have your principal/immediate supervisor sign your Expense Report.

Budget Code(s) - Please enter any and all budget codes that are associated with your travel. If you are uncertain of the correct code(s), please ask your principal/supervisor.

If your expenses are for a pre-approved conference/workshop, please attach all back-up documentation and receipts to the yellow pre-approved form. The pre-approved forms you received from the Asst. Superintendent's office will include a budget code. Please list this code on your Expense Report.

In order to streamline reimbursements, please submit your Expense Report when your total exceeds \$50 or in December and then again in June.

Mileage Chart between Shaler Area properties

	Burchfield	Rogers	Jeffery	Reserve	Marzolf	Elementary	Middle/Central	High School	Bldg & Grnds
Burchfield	X	X	3.6	9.3	4.8	3.5	3.1	4.5	1.9
Rogers	X	X	3.6	9.3	4.8	3.5	3.1	4.5	1.9
Jeffery	3.6	3.6	X	5.7	1.2	1.9	0.5	0.9	1.7
Reserve	9.3	9.3	5.7	X	4.6	7	6.2	4.8	7.9
Marzolf	4.8	4.8	1.2	4.6	X	3.1	1.7	0.5	2.9
Elementary	3.5	3.5	1.9	7	3.1	X	1.4	2.8	2
Middle/Central	3.1	3.1	0.5	6.2	1.7	1.4	X	1.4	1.2
High School	4.5	4.5	0.9	4.8	0.5	2.8	1.4	X	2.6
Bldg & Grnds	1.9	1.9	1.7	7.9	2.9	2	1.2	2.6	X

(Updated 1/5/2017)