

Vendor # \_\_\_\_\_

## PACIFIC GROVE UNIFIED SCHOOL DISTRICT REQUEST FOR REIMBURSEMENT

Purchases using the reimbursement procedure are discouraged and are conducted at the employee's own risk. The district is not committed to reimburse an employee unless prior authorization has been obtained. (Board Regulation #3310)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of expense: \_\_\_\_\_

School/Dept. \_\_\_\_\_

(Specify: conference, travel, instructional supplies, admin. supplies, etc.)

Directions: Be specific. **NOTE THAT FIRST AND LAST DAY PER DIEM ARE REIMBURSABLE AT 75%**  
For example, if expense is for reimbursement for use of private automobile specify from...to... in location column.  
Each trip should be listed separately. All expenditures (except per diem meals) must be accompanied by the ORIGINAL ITEMIZED RECEIPT.

Date Incurred	Location	Type of Expense	Receipt Attached	Reimbursable Expense Amount *

\_\_\_\_\_  
Signature of Person Claiming Expense Reimbursement

Total Reimbursement \_\_\_\_\_

\_\_\_\_\_  
Principal or Supervisor

Accounts to be charged:

\_\_\_\_\_  
Business Office Authorization

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

\* Per Board Policy

**NOTE: This form will not be honored unless it is signed by the principal or program administrator.**

