



## Employee Reimbursement Guidelines

- Receipts must show proof of payment AND items purchased.
  - If the receipt is missing, fill out a Missing Receipt Documentation Form found on the District Website.
- Meal purchases must include itemized receipt.
  - If the meal is for multiple people, then include a list of attendees (see Meal Expense Receipts document on the District Website for further clarification).
- Do not make purchases using store rewards programs (i.e. Fred Meyer, Costco, etc.)
- Do not use personal credit cards with rewards programs (i.e. airlines, cash back, etc.)
- Do not use a personal Amazon account. We have a district Amazon Business account.
- Avoid purchasing from a vendor the district has an account with. (i.e. Learning Palace, Amazon, JW Pepper, etc.) We have established accounts with many various vendors to assist you with your classroom/office needs.
- Online orders should not be shipped to a home. All orders must be delivered directly to a school or district building.
- Avoid saving reimbursements up for the end of the year. Submit them in a timely manner.
- All mileage reimbursements should be submitted within the calendar year. The IRS changes the reimbursement rate January 1.