



REGULAR REIMBURSEMENT STEP-BY-STEP GUIDE

Regular reimbursements apply to work-related expenses such as supplies, travel, mileage, and food.

1. Make Sure Your Expense Is Allowed

- Follow Employee Handbook rules.
- Ask your School Operations Manager if unsure.

2. Get Pre-Approval (If Required)

- Request pre-approval from your School Operations Manager.
- A Purchase Order (PO) will be issued if needed.
- Keep the PO number for your form.

3. Make the Purchase

- Buy only what was approved.
- Keep itemized receipts.

4. Complete the Reimbursement Form

- Full name
- Complete address (city, state, ZIP code)
- Date(s) of the expense

- Location/site assigned to
- PO number (for all non-education requests)

5. Gather All Required Documents

- Completed reimbursement form
- Itemized receipts
- Proof of payment (if required)
- Pre-approval/PO
- Clear description of the purpose of the expense

6. Review and Submit

- Ensure all documents are attached.
- Submit all items to: accountspayable@teachps.org