

Desert Sands Unified School District
Fiscal Services

EXPENSE CLAIM REIMBURSEMENT

What is an Expense Claim?

If an employee uses their personal vehicle for district related travel or the employee receives authorization to purchase work place materials, they may be reimbursed through the Monthly Expense Claim process. Some examples of items processed using the Expense Claim form:

- Travel between school sites.
- Food reimbursements require the following:
 - Meeting agenda, flyer, or notice
 - List of attendees
- Books purchased at a conference
- Instructional materials/office supplies – **emergency purchases only**. Expense reimbursements for instructional materials cannot exceed \$300.00 monthly.
- Monthly expense claim maximum is \$300.00 per month

What you need to do to submit a payment request:

1. Complete a Monthly Expense Claim Form (25)-87
2. Support Documentation
 - Original itemized receipt or invoice indicating date purchased and method of payment
 - Tape small receipts to an 8½" x 11" sheet of paper – **do not tape over any information on the receipt**
 - Packing slip signed and dated showing receipt of merchandise
 - Obtain approval for claim
 - Submit prior month expenses by the 10th of the following month.
3. **NEVER** have deliveries sent to a personal address.

