



## Reimbursement Approval Form

### DEE (LOCAL) - COMPENSATION AND BENEFITS: EXPENSE REIMBURSEMENT

#### Prior Approval Required

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

#### Documentation Required

For any allowable expense incurred, the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses.

As per Board policy DEE (Local), \_\_\_\_\_ has been authorized to be reimbursed for the following purchases:

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\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\*Please note – This form does not substitute a Corrective Action Form, in the event that prior authorization for a purchase was not secured.