

**NEWTOWN PUBLIC SCHOOLS
BUSINESS OFFICE**

GUIDELINES FOR EMPLOYEE REIMBURSEMENT

In order to expedite your reimbursements:

- Use the proper form: Employee Travel Reimbursement Form, Employee Expense Reimbursement Form, or Request for Check. These forms are revised yearly and can be downloaded at www.newtown.k12.ct.us, click on District Information, click on Business Office and click on Forms.
- For workshop and conference travel, include a copy of a map, such as Map Quest, that shows mileage.
- Remember that tax is not refundable on purchases, but is refundable on hotel, air fare, and meal expenses incurred during travel.
- You must provide **original itemized receipts** for meals and other employee-only reimbursable expenses. Employee meals that are not included in conference packages should be held to reasonable costs, but cannot exceed \$50/day for three meals. Meal receipts must not include liquor. Hotel room bills should not include any entertainment, beverage, or snack charges and must show payment in full. Copy of credit card statement with charges highlighted is accepted as proof of payment for airline and hotel expenses only.
- Include purpose for travel.
- Include explanation and date of professional development activity that funds were used for.
- Be sure to sign as requestor on forms and obtain your supervisor's or principal's approval signature.

If you have any questions, please call Jim Delgado at (203) 426-7611 for clarification.

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