INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potentia

Series Number **405.8.3.2P** Adopted **January 2012** Revised **November 2017**

Title **Employee Check Request**

District employees and School Board members may request reimbursement for expenses incurred while in attendance at or traveling to and from conferences, seminars and workshops or while engaged in other approved travel in accordance with district policy. Reimbursement requests for expenses must be submitted within 60 days after the expenses were paid or incurred. Except in extraordinary circumstances, reimbursement amounts for expenses submitted after the 60-day period will be treated as taxable income, subject to income and employment taxes per IRS guidelines. Generally each staff person must submit their own separate reimbursement request identifying individual expenses.

Employee Name _____ Last _____ First

Employee Number _____ Send check to: note building or home

Date	Description	Amount
	Total	$0.00

ITEMIZED RECEIPTS REQUIRED - PLEASE ATTACH

Fund - Org - Prg - Fin - Obj - Crs	Amount	Verified

Employee Signature **Date**

Approval (Principal/Authorized Administrator - original signature only) **Date**