

Mark W. McLaughlin, Ed.D.
Superintendent

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Assistant Superintendent, Business Services



TO: All CVUSD Employees
FROM: Susan R. Tucker, Director, Fiscal Services
DATE: August 6, 2018
SUBJECT: **EMPLOYEE REIMBURSEMENT CLAIMS**



Effective January 1st, 2019, the purchase order system must be used for all district purchases. This means personal reimbursements for goods and supplies will not be allowed.

The only allowable reimbursements shall be for travel and conference related expenses (i.e. mileage, airfare, meals, etc.). These reimbursements must be pre-approved and include itemized original receipt(s) or invoice, and proof of payment.

Travel related reimbursement requests must be received in Fiscal Services per the following schedule.

<u>Expenses Incurred</u>	<u>Submitted to Supervisor</u>	<u>Received In Fiscal Services</u>
July 1 – September 30	October 5	October 15
October 1 – December 31	January 5	January 15
January 1 – March 31	April 5	April 15
April 1 – June 30	July 5	July 15

Please turn in your travel reimbursement request as soon as possible upon your return. Reimbursement claims received after the above deadlines will not be processed.

Thank you for your cooperation.