

Non-Travel Reimbursement Instructions

Procedures Guidelines: This form is used for any out-of-pocket non-travel related expenses you are being reimbursed for.

1. You may purchase up to \$25.00 per month out of your own pocket for supplies that can't be purchased in the routine procedures for purchasing.
2. Fill out the Non-Travel Reimbursement Request form, attach your receipt, and turn it in to your supervisor by the last working day of the month.
3. Please make a copy for your own classroom budget tracking, making sure to make note of which part of your classroom budget the purchase is for.
4. You will be reimbursed the following month.