

# LEDYARD PUBLIC SCHOOLS - REIMBURSEMENT FORM

Name \_\_\_\_\_ School/Office \_\_\_\_\_

***Mileage should be recorded on back of this form***

Reason for Travel \_\_\_\_\_

| Reimbursement Type                              | Reimbursement Amount | Notes/Comments | General Ledger Account Numbers |
|---|----------------------|----------------|--------------------------------|
| Classroom Supplies/Textbooks, etc.              |                      |                |                                |
| Fares (plane, train, bus, cab)                  |                      |                |                                |
| Lodging   |                      |                |                                |
| Meals   |                      |                |                                |
| Mileage (see back of page)                      |                      |                |                                |
| Parking   |                      |                |                                |
| Registration Fee (Seminar/Symposium/Conference) |                      |                |                                |
| Tuition   |                      |                |                                |
| Other, please explain below                     |                      |                |                                |
| Other, please explain below                     |                      |                |                                |

Other explanation: \_\_\_\_\_

\_\_\_\_\_ Signature of Employee

**To receive payment, employees must submit a copy of the program brochure or registration form and receipts including vendor name, date, and total amount.**

HAVE THESE EXPENDITURES BEEN PREVIOUSLY APPROVED ON THE PROFESSIONAL LEAVE EXPENSE PROPOSAL? YES \_\_\_\_\_ NO \_\_\_\_\_

Principal \_\_\_\_\_ or Dept. Head \_\_\_\_\_

Approved for Payment

\_\_\_\_\_  
Signature of Director of Finance and Human Capital

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Signature of Superintendent or Designee

\_\_\_\_\_  
Date Approved

|          |  |
|----------|--|
| LOCATION |  |
| OBJECT   |  |
| FUNCTION |  |

