

**23-24 EXPENSE REIMBURSEMENT FORM**

**\*\*Whenever possible, purchases should be made through our online purchasing platform (SmartER) for ease of ordering, best pricing, and free shipping. In addition, our tax exempt status is already loaded into the system.\*\***

**Original receipts** must be attached to this form for proper reimbursement. Purchases made must follow the expense reimbursement policy, and in accordance with the approved budget. This form is to be used only when pre-approval has been granted. If assistance is needed to complete this form, please contact your manager. Due to our tax exempt status and access to our online purchasing platform, sales tax on submitted receipts will not be reimbursed.

**EMPLOYEE NAME:** \_\_\_\_\_ **ID#:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PD** = Professional Dev. (training, conference, etc.)

**CS** = Classroom supplies (Indiv. classroom supply budget)

**GR** = General Reimbursement (Office, Maint, etc.)

**O\*** = Other Reimbursements (Den, School Development, etc.)

DATE	VENDOR NAME	DESCRIPTION	PD	GR	CS	O*	TOTAL
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
							\$
<b>MILEAGE</b> - Attach map with mileage included or odometer readings		TOTAL MILES (Roundtrip) =					\$
			\$0.655 (Rate per mile)				\$
<b>LESS SALES TAX</b>							-
<b>TOTAL REIMBURSEMENT</b>							\$

\*Additional Notes: \_\_\_\_\_

**GENERAL INSTRUCTIONS:**

1. Reimbursements must be submitted within **30 days** of purchase or attendance of staff development.
2. Employee & supervisor signatures are required. **⚠️** Incomplete forms will be returned to the employee for completion.
3. Materials/products/services purchased above were pre-approved and are being expended against an established budget, approved by the Board of Directors, with funds available.
4. Submit completed reimbursement to the HR Director for inclusion in the next payroll.
5. By signing below, I acknowledge items above become the property of DaVinci Academy of Arts and Science.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADMINISTRATION SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*Mileage expenses are reimbursed at the 2023 Federal IRS standard approved rate:

<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile>