

PERSONNEL AND NEGOTIATIONSEXPENSE REIMBURSEMENTSMeal and Other Expense Reimbursement

It is recognized that some district employees will be required to travel both between district buildings and outside of the district for meetings, workshops, or other events causing them to incur expenses that are outside of the normal expectations of an employee. In such cases, the employee shall submit for reimbursement by filing a district vendor claim form. In all instances, the vendor claim form shall have itemized receipts attached detailing the date, reason and type of expenditure. (ie: tolls, lunch at approved events, etc.)

Update
Presentation: 6/1/2011

First
Vote: 6/15/2011

Second
Vote: 7/6/2011

CLAIM FORM

West Genesee Central School District

Accounts Payable Department
 District Offices
 300 Sanderson Drive
 Camillus, New York 13031

Name of Vendor/Claimant: _____	Date: _____
Address: _____	Invoice #: _____
Social Security #: _____	Purchase Order #: _____
VENDOR # _____	Location: _____

Quantity	Description of Items/Service	Unit Price	Extended Amount

This is to certify that the materials/service charged and included in the above claim amounting to: \$0.00
 have been actually performed for, furnished and delivered to the West Genesee Central School District; that the charges are true and just, and that no payments have been made except as referred to in such claim.

Vendor's Name	Signature of Claimant or Vendor	Date
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 Signature of Administrator/Supervisor Date Budget Code

 Signature of Purchasing Agent Date

 Audit Approval Date