

SCHOOL BOARD GOVERNANCE AND OPERATIONSEXPENSE REIMBURSEMENTSMeal and Other Expense Reimbursement

It is recognized that members of the Board of Education will travel outside of the district for meetings, workshops, or other events causing them to incur expenses. In such cases, the Board Member shall submit for reimbursement by filing a district vendor claim form. In all instances, the vendor claim form shall have receipts attached detailing the date, reason, and type of expenditure. (ie: tolls, lunch at approved events, etc.)

Presentation: 5/17/06

First
Vote: 6/7/06

Second
Vote: 6/21/06

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 # _____	Sent to: _____
	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 of Corporation Officer or Vendor	_____ Date
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Signature of Administrator/Supervisor **Date** **Budget Code**

Signature of Purchasing Agent **Date**

Audit Approval **Date**