

Lewis Center for Educational Research

AR 3350 (c) BUSINESS - NON-INSTRUCTIONAL OPERATIONS TRAVEL – MONTHLY EMPLOYEE REIMBURSEMENT

Adopted: September 10, 2007

Revised:

Monthly Employee Reimbursement Claim Form

The Monthly Employee Reimbursement Claim Form is a summary of travel expenses for the month in addition to items purchased (with prior Admin. approval) for immediate emergency situations, classroom materials required for new students or items which are not standard.. The following information must be included on the Monthly Employee Reimbursement Claim.

1. NAME OF CLAIMANT AS IT APPEARS ON THE PAYROLL CHECK
2. DATES AND TIMES: Travel dates must be included. If requesting meal reimbursement, indicate a.m. and p.m. for leaving and returning times in order to correctly allocate expenses.
3. DESTINATION
4. PURPOSE OF TRAVEL / DESCRIPTION OF PURCHASE (no equipment)
5. SIGNATURE OF CLAIMANT
6. APPROVAL OF SUPERVISOR (President/CEO of LCER, Administrator or other delegated supervisor)

The employee should keep a copy and submit the Monthly Employee Reimbursement Claim Form as soon as possible after the close of the month to his/her supervisor. The supervisor, who has been authorized to approve travel and other expense reimbursements, will forward the claim to Accounts Payable.