

Needham School Department Expense Reimbursement Form*

Employee: _____ Department: _____ Date: _____
(As appears on Town of Needham paycheck)

Account #: _____ -520- _____

R5	5341	Postage	\$ _____
R5	5380	All Other Purchase of Services	\$ _____
R6	5420	Office Supplies (Administrative)	\$ _____
R7	5510	Educational Supplies – General Ed Supplies	\$ _____
R7	5512	Educational Supplies – Reference/Clstrm Library Materials	\$ _____
R7	5517	Educational Supplies – Workbooks/Textbooks	\$ _____
R7	5522	Educational Supplies – Instr. Equipment	\$ _____
R7	5580	All Other Supplies	\$ _____
R2	5710	Travel/Conferences - In State – See other side **	\$ _____
RE	5720	Travel/Conferences - Out-of-State – See other side **	\$ _____
R8	5730	Dues & Memberships	\$ _____
R8	5780	All Other Expenses	\$ _____
		Other _____	\$ _____

Explanation of Expense: _____

Employee Signature/Date: _____

Department Manager Signature/Date: _____

Business Office/ Superintendent (if Necessary) Signature/Date: _____

* The School Department authorizes reimbursement for out-of-pocket expenses associated with conferences/travel, in emergencies or extenuating circumstances (approved in advance by the Director of Financial Operations), and when purchase orders are not accepted by a vendor. All requests must be signed by the employee and accompanied by original, itemized receipts, showing proof of payment (no faxes or photocopies.) A credit card statement does not suffice as an invoice, because it is not itemized. If goods have been shipped to a non-school address, the supervisor must submit a signed affidavit that the items are in the possession of Needham Public Schools. Conference reimbursements must be accompanied by a flyer, which describes the conference and identifies relevant dates. Receipts will be matched to the conference dates. Only staff expenses will be reimbursed; the Town will not reimburse the expenses of parents or volunteers. The Town reimburses meals tax and hotel excise tax, but not sales tax. Needham will not reimburse for alcohol, tobacco or gifts. Reimbursements processed by noon Friday will be included on the next scheduled payroll check. ** In-state travel must be approved in advance by the supervising administrator. Out-of-state travel must be approved in advance by the Superintendent.

I hereby request reimbursement for the following Automobile Travel Expenses: - current rate \$0.625 cents/mile (effective for travel on or after 7/11/2022. Old rate of \$0.585/mile applies to travel on or before 7/10/2022.)

Date	Location	Reason	Miles	Amount

(Attach additional sheets as necessary to document travel.)

Subtotal Mileage:	
Additional Parking:	
Additional Tolls:	
Total Mileage:	

I hereby request reimbursement for the following Conference/ Meeting Expenses (Attach Receipts):**

Conference/Meeting Description:	
Place of Conference/Meeting:	
Travel Dates for Conference/ Meeting:	
<i>Breakdown of Reimbursement:</i>	
Registration Fee:	
Travel Arrangements:	
Lodging:	
Meals (Max \$16 Breakfast, \$17 Lunch, \$31 Dinner – GSA for Zip 02492):	
Total Conference/ Meeting:	

** Under School Committee Policy #DKCA, Needham Public Schools will reimburse the reasonable, work-related cost of conferences, seminars, and attendance at functions related to an employee’s public duties. These costs can include lodging, incidentals (fax/internet, tolls, parking, etc.), transportation and meals. In the interest of economy, employees are expected to use modes of transportation and travel that are least expensive to the Town. Employees will not be reimbursed for social events, nor the expenses of traveling companions. Needham will not reimburse for automobile rental, unless prior written approval is granted by the Superintendent of Schools. Meal expenses, including taxes and gratuities, will be reimbursed up to the per diem rates established by the General Services Administration for Needham, MA (zip 02492), or destination city, if higher. To be eligible for breakfast reimbursement, an employee must be on work status before 8:00 am. To be eligible for lunch reimbursement, on work status during the period 10:00 am – 2:00 pm. To be eligible for dinner reimbursement, the employee must be on work status after 7:00 pm. If a conference includes function meals, such as closing banquets, or special lunches, the Needham Public Schools will reimburse the full cost of such meals. Employees attending partial-day workshops will not be entitled to meal reimbursements, unless the meal is included in the conference registration. If a meal is included in the cost of the conference registration, the employee shall not also be entitled to meals reimbursement.