

Instructions for filling out the Reimbursement Request Form:

1. Requests for reimbursement are due to the Community Education Office by the 5th day of the month following the expenditure(s). Only valid expenditures made during the current school year (starting each July 1) will be reimbursed.
2. Each day's expenditure must be listed separately (do not submit grouped expenditures, i.e., "Week of ..."). Use an additional form if you need more space.
3. Your "Description/Purpose of Expenditure" must specify details that validate the expenditure. Examples of valid expenditures include project supplies, equipment rental, purchased services for the project, etc. Call the Community Ed office before purchasing if you're unsure whether an expenditure is valid.
4. You must attach legible original receipt(s) to this request form. **Sales tax for general merchandise is not reimbursable, only tax on food and hotel accommodations.** You can get the district's tax-exempt number from the Community Education secretary or the Director.
5. Purchases made via the Internet require proof of payment from the vendor or a copy of your credit card or other statement (please obliterate personal information such as account numbers, credit limits, etc.). **Ordered items MUST be delivered to an approved HPS address** (best is Holt Community Education – 5885 W Holt Rd – Holt, MI 48842). Please inform Community Ed at the time you order.
6. Mileage reimbursements are restricted to special circumstances, and should be cleared with the Community Education office before making the trip. When recording mileage, please be specific about the start/end of the trip, and the purpose of the trip. Mileage reimbursement rates are based on IRS regulations, and are adjusted periodically: please ask the Community Education office for current rates.
7. Please calculate your line total(s) and grand total.
8. You must sign the form at the bottom; your signature signifies that your submitted expenditures are true and valid.
9. The authorized project supervisor or manager (i.e., producer or director) must sign the form at the bottom; this signifies their awareness of expenses incurred against their budget.
10. **Please keep photocopies of everything you submit.** You may photocopy in the Community Ed office.

Direct questions to: Community Education – Secretary Charlene Meier or Director David Gutierrez, 694-3411. Business day hours are 7:30 a.m. – 5 p.m. M-F. Email to comed@hpsk12.net

