

## **Employee Reimbursement Procedures**

Kalamazoo Public Schools

1. Employees requesting reimbursement for expenses are required to complete a payment request form to the Accounts Payable department and attach original receipts along with the general ledger account number. The payment request form must be signed by the appropriate cost center administrator.
2. Employees of the school district shall not be allowed to make purchases through the school or through school organizations for their personal use (non-work related). In addition, the following items will not be reimbursed; purchases of alcoholic beverages, flowers for funerals or illness, donations, present, gifts or awards to employees for retirement/recognition, and food and beverages (except in connection with public or school business meeting).
3. All travel and conferences should be approved by the appropriate cost center administrator prior to incurring any cost. Conference meals and incidentals will be reimbursed based on the federal per diem rate for the location of the conference. Mileage or taxi fares will be reimbursed with submission of a payment request form and original receipts.
4. Checks are processed weekly by the Accounts Payable department.