

## **Directions for Expense Report**

### **Effective 8/1/11**

Begin using the Monthly Expense Report located on the school website under Staff Resources. Please download file and complete the form using Excel. Prior reimbursement forms including the pink reimbursement and green mileage form will not be accepted for expenses occurring 8/1/11 or later.

Complete one expense report for each month you incur work related expenses. Work related expenses include mileage, meal, travel, supply, registration, and other similar expenses.

After recording all the monthly expenses incurred, print the form out and submit it to your principal or director for coding and approval. If you have expenses that relate to another department (i.e. Title I, Special Services) please have the applicable director/supervisor sign and code those expenses.

After receiving the signed and approved expense report, please turn the expense report into Rob Singh at the Administrative Center by the 10<sup>th</sup> of the following month.

Direct Deposit will be utilized to facilitate expense reimbursements. These funds will be deposited the same day as payroll checks are deposited. For example, expenses for August will be paid by direct deposit on September 20<sup>th</sup>.

If you have any questions, please contact Rob Singh @ extension 1103 or [singhrob@neosho.k12.mo.us](mailto:singhrob@neosho.k12.mo.us)