

SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT

DISTRICT REQUEST FOR REIMBURSEMENT CHECKLIST

- _____ 1. Copy of Professional Day Request Form submitted via Aesop
- _____ 2. Copy of documentation from workshop/conference sponsor showing cost of the workshop/conference submitted via Aesop
- _____ 3. Copy of certificate from completed workshop/conference
- _____ 4. Expense Summary Form (if applicable)
- _____ 5. Employee Mileage Form (if only mileage is being claimed)
- _____ 6. Proof of expenditure (copy of cancelled check, credit card statement if applicable)
- _____ 7. Completed Post Travel Report
- _____ 8. Board Approval
Travel for support and teaching staff members may only occur upon prior written approval of the Superintendent of Schools and PRIOR approval by a majority of the full voting membership of the Board.

I certify that the items checked above are attached to this form

I have reviewed the above and confirm all items are attached

Staff Member's Signature

Supervisor's/Principal's Signature