

PORTER TOWNSHIP SCHOOL CORPORATION

CREDIT CARD and

REIMBURSEMENT PROCEDURES

The Porter Township School Board recognizes the need for Job-Related Expenses and sets the following standards for reimbursements of travel expenses:

- The corporation will not reimburse for alcohol or movie purchases
- The corporation will not reimburse for tips of any kind
- An ITEMIZED receipt MUST be presented for reimbursement (A copy of a credit card charge will not be accepted. The customer signature copy does not show itemized items. You must request an itemized receipt.)
- A maximum of \$50.00 daily allowance for food purchases (A maximum of \$30.00 for a meal will be reimbursed)
- All travel expenses must be presented on the proper claim form with all receipts attached (Form 523) (each building office has forms)
- All mileage expenses must be presented on the proper claim form with all receipts attached (Form 101) (each building office has forms)
- **Expenses will not be reimbursed for any amounts over the amount provided on your approved professional leave request.**