Expense Claims Procedures

The following must be on all expense claim forms

1. Name, date and signature (signature needs to be original, not a copy)
2. Budget code
3. Administrator’s signature (signature needs to be original, not a copy)
4. Explanation for request of funds
5. Original receipts to be attached to match amount requesting. Do not add personal items on a District purchase. Personal items need to be purchased on a separate ticket.
6. For conferences, the agenda is needed to show purpose of conference and to determine per diem for meals plus clock hours/grades for proof of completion.
7. If you have traveled out of state, please attach a copy of the Travel Request that is signed by your administrator/approved by the board
8. Meals are paid only if you are in travel status (overnight stay) or an agenda is provided showing a working lunch.
9. Odometer reading or map quest to back up mileage
10. If the receipts do not show zero balance proving payment made then a copy of bank statement showing payment was deducted from account must be provided
11. If payment was paid by personal check, a receipt or copy of front and back of cancelled check is needed
12. If an expense claim is paid by ASB budget codes then the form needs to be given to the ASB payables person. ASB claims need to be approved and signed by ASB council.
13. Send documents to District Office, Accounts Payable

Expense Claims are only paid with:

Signature of claimant and administrator
Budget code
Original receipts
Documentation to match amount requesting
Agendas and proof of completion from conferences
Copy of approved travel request

14. Without these items, there will be a delay in payment
15. Expense claims will be paid by direct deposit, you should receive an email stating the date and amount of claim.
16. Questions contact: Tonette Sweet, Accounts Payables x3006

Please process expense claims monthly

Tonette Sweet
Accounts Payable Officer
tonette.sweet@washougal.org

8/2008
9/2008
5/2011
8/2011
8/2012