



# INSTRUCTIONS

(SEH - 195)

Complete this form for reimbursement of authorized School District expenses. Send signed and approved original to the Accounts Payable Department, Administration Building, 440 North Broad Street, Suite 324.

Please refer to the Employee Travel and Expense Reimbursement Policy 331 and the Administrative Procedures for the detailed guidelines to the Policy.

See detailed information at <https://www.philasd.org/accountspayable>

- Section I - Complete all items.
- Section II - Enter date for all expense items. Identify expense(s) and provide business purpose(s). If Travel: List the "from" and "to" destinations(s) and business purpose(s) for trip(s) and enter the miles driven. Attach map for all miles driven.
- Section III - All expense reimbursement requests must be approved by the Principal or Director. Out of town travel reimbursement(s) require(s) the approval of a cabinet level member and, for educational personnel, it must be approved by the Chief of Schools (CSO).
- Section IV - If the required information is not completed or receipts are not submitted with the expense reimbursement form, it will be rejected and returned, see section IV for rejected reasons.