





# Wayland Public Schools

## Reimbursement Checklist





*For all reimbursements . . .*

<input type="checkbox"/> 	<p><b>Do we have your CURRENT ADDRESS?</b></p> <ul style="list-style-type: none"> <li>Reimbursement checks are mailed to your home, so check your most recent pay stub for the address that is on file. If it is incorrect, please fill out and submit an <a href="#">Employee Profile Update Form</a>.</li> </ul>
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*How did you pay . . .*

<input type="checkbox"/> 	<p><b>Did you pay CASH?</b></p> <ul style="list-style-type: none"> <li>Submit <b>original itemized</b> receipt(s) from the vendor(s).</li> </ul>
<input type="checkbox"/> 	<p><b>Did you pay by CHECK?</b></p> <ul style="list-style-type: none"> <li>Submit a copy of the canceled check.</li> <li>Your name must be printed on the check.</li> </ul>
<input type="checkbox"/> 	<p><b>Did you pay by CREDIT CARD?</b></p> <ul style="list-style-type: none"> <li>Submit a copy of your credit card statement.</li> <li>Your name and the charge must appear on the statement.</li> <li>If you are an authorized user on the credit card but your name is not on the statement, a copy of your credit card must also be submitted and the last four digits of the card number must be visible on the copies of the credit card and the credit card statement.</li> </ul>

*What are you being reimbursed for . . .*

<input type="checkbox"/> 	<p><b>Are you being reimbursed for GOODS PURCHASED?</b></p> <ul style="list-style-type: none"> <li>Did you remember to request a purchase order number prior to the purchase date? You are the vendor since you are being reimbursed.</li> <li>Submit purchase order and <b>original itemized</b> receipt(s).</li> <li>Submit payment documentation as described above for cash, check, or credit card payments.</li> </ul>
<input type="checkbox"/> 	<p><b>Are you being reimbursed for RELICENSURE?</b></p> <ul style="list-style-type: none"> <li>Submit a completed <a href="#">License Renewal Reimbursement Form</a>.</li> <li>Submit a copy of your unofficial license information showing the new expiration date.</li> <li>Submit a copy of the DESE payment confirmation page or payment history page.</li> <li>Submit payment documentation as described above for cash, check, or credit card payments.</li> </ul>
<input type="checkbox"/> 	<p><b>Are you being reimbursed for registration and/or related expenses for a CONFERENCE or WORKSHOP?</b></p> <ul style="list-style-type: none"> <li>Did you remember to request a purchase order number prior to registering for the conference or workshop? You are the vendor since you are being reimbursed.</li> <li>Submit <b>ALL</b> documentation listed under Request for Reimbursement on page 2 of the <a href="#">Conference Request Form</a>.             <ul style="list-style-type: none"> <li>Remember to include <b>original itemized</b> receipts.</li> <li>For out-of-pocket expenses, submit a <a href="#">Business Office - Employee Reimbursement Form</a>.</li> <li>Include printout of driving directions (e.g., Google Maps, MapQuest, Bing Maps) if requesting mileage reimbursement.</li> </ul> </li> <li>Submit payment documentation as described above for cash, check, or credit card payments.</li> </ul>
<input type="checkbox"/> 	<p><b>Are you being reimbursed for COURSE TUITION?</b></p> <ul style="list-style-type: none"> <li>Did you remember to submit a <a href="#">Course Reimbursement Form (WTA/WESA)</a> for approval?</li> <li>Submit a confirmation of completion of the course, including grade, number of credits, and institution (e.g., grade report, transcript). Your name must be printed on the document submitted.</li> <li>Submit payment documentation as described above for cash, check, or credit card payments.</li> </ul>

For additional information on employee reimbursement and mileage requirements please refer to [Business Office - Employee Reimbursement Form - Instructions](#). All forms referenced in this checklist can be found on the Wayland Public Schools website under "**Administration » Human Resources » Forms for Staff.**"