



# INSTRUCTIONS

(SEH - 195)

Complete this form for reimbursement of authorized School District expenses. Send signed and approved original to Account Payable Department, Suite 324, 440 N. Broad Street, Philadelphia, PA 19130. File duplicate. Consult "**Expense Regulations**" in Payroll Procedures Manual for detailed information.

**Section 1 -** Complete all items.

**Section 2 -** Enter date for all expense items.

If Teacher Allotment, list items purchased in Section 3.

If Travel: List "From" and "To" destinations. If out-of-town trip, state purpose and enter number of miles driven, rounding off to the nearest whole mile (*.5 or above, round to next higher whole number*). Multiply total number of miles driven by current rate per mile. Enter dollar amount in "**B**".

**Section 3 -** Identify expenses and amount (*other than auto mileage expense*). Include meals on approved overtime, educational supplies, convention registration fees, tuition, special banquets, tool charges, taxi, bus and rail fares, lodging, etc. Insert total in "**A**". Insert amount of travel advance in "**C**". Compute Grand Total (**A + B - C = D**) and place in "**D**" and in "**TOTAL REIMBURSEMENT REQUESTED**" Block.

**Section 4 -** All expense reimbursements must be approved by principal or director. Out of town travel requires approval of cabinet level official.

**Section 5 -** If the required information is not completed or receipts are not submitted, this form will not be processed and will be returned. Reasons for rejection will appear in Section 5.