

GRANVILLE COUNTY PUBLIC SCHOOLS PERSONAL REIMBURSEMENT REQUESTS GUIDELINES & INSTRUCTIONS – BUDGETED FUNDS

Personal Reimbursements should be used on a limited basis. It is best practice for the school or school district to purchase directly from the vendor. The school or school district is not eligible to receive the sales tax refund from personal reimbursements. Therefore, the purchase will cost the school or district more than if purchased directly from the vendor.

The following procedures should be used for a personal reimbursement from budgeted funds:

BEFORE the purchase:

1. A Purchase Order must be entered and approved for personal reimbursements from budgeted funds expected to be \$75 or more. The name on the PO should be the full name of the individual as it appears on their paycheck. The description of the PO should include the business purpose for the expenditure.

DURING the purchase:

2. When purchasing items for reimbursement, they should be purchased separately so the total of the receipt is the total for reimbursement. (The receipt submitted for reimbursement should NOT include any personal items which are not to be reimbursed.)

AFTER the purchase:

3. Items for reimbursement must be submitted by the end of the following month and no later than June 10th for May or June purchases.
4. Budgeted Funds - A Vendor Form (VF) must be completed with supporting documentation. The name on the VF should be the full name of the individual as it appears on their paycheck. (The approved Purchase Order number must be included on the VF for reimbursements greater than \$75) The description of the VF should include the business purpose for the expenditure.
5. The following supporting documentation must be attached for payment:
 - a. Original receipt from the vendor including ONLY amounts to be reimbursed (Small receipts must be stapled to a sheet of 8.5 X 11" plain paper, with the total circled.)
 - b. An adding machine tape totaling all receipts to be reimbursed, if applicable
6. The budget manager or principal must approve the reimbursement by signing the Vendor Form AND initialing the actual receipt(s).
7. The budget manager or principal may not approve their own reimbursement.
 - a. Principal reimbursement from budgeted funds – Send to the Internal Auditor for approval by the Budget Manager or Assistant Superintendent of Curriculum & Instruction
 - b. Budget Manager reimbursement to be approved by their supervisor

GRANVILLE COUNTY PUBLIC SCHOOLS PERSONAL REIMBURSEMENT REQUESTS GUIDELINES & INSTRUCTIONS – SCHOOL FUNDS

Personal Reimbursements should be used on a limited basis. It is best practice for the school or school district to purchase directly from the vendor. The school or school district is not eligible to receive the sales tax refund from personal reimbursements. Therefore, the purchase will cost the school or district more than if purchased directly from the vendor.

The following procedures should be used for a personal reimbursement from budgeted funds:

BEFORE the purchase:

8. The Prior Approval for Reimbursement Form (13-7) must be approved by the principal for purchases from school funds

DURING the purchase:

9. When purchasing items for reimbursement, they should be purchased separately so the total of the receipt is the total for reimbursement. (The receipt submitted for reimbursement should NOT include any personal items which are not to be reimbursed.)

AFTER the purchase:

10. Items for reimbursement must be submitted by the end of the following month and no later than June 10th for May or June purchases.
11. School Funds - A Substitute Invoice Form (13-8) must be completed with supporting documentation. (The Prior Approval for Reimbursement Form (13-7) should be attached.) The description of the Substitute Invoice Form should include the business purpose for the expenditure.
12. The following supporting documentation must be attached for payment:
 - a. Original receipt from the vendor including ONLY amounts to be reimbursed (Small receipts must be stapled to a sheet of 8.5 X 11" plain paper, with the total circled.)
 - b. An adding machine tape totaling all receipts to be reimbursed, if applicable
13. The budget manager or principal must approve the reimbursement by signing the Substitute Invoice Form AND initialing the actual receipt(s).
14. The principal may not approve their own reimbursement.
 - a. Principal reimbursement from school funds - Send to the Internal Auditor for check signing and approval by the Finance Officer

GRANVILLE COUNTY PUBLIC SCHOOLS MILEAGE REIMBURSEMENT REQUESTS GUIDELINES & INSTRUCTIONS

Employees should use a Board of Education vehicle for official business as available. Employees should discuss with their supervisor or budget manager travel reimbursement available for use of their personal vehicle for official business. If approved for mileage reimbursement employees should use the following guidelines when requesting travel reimbursement:

- Granville County Public Schools' reimbursement rate is 0.36 per mile.
- The per mile reimbursement includes gas and oil.
- GCPS will not reimburse for repairs to a private automobile in use on GCPS business.
- Mileage is measured from the closer of duty station or point of departure to destination and return.
- Mileage Reimbursement Form must be completed by month and cannot contain travel for more than one month.
- An electronic and paper version of the Mileage Reimbursement Form is available.
- All sections of the form must be completed:
 - Full Name
 - Travel Period (Month & Year)
 - School or Department
 - Home Address for Mailing Check – Important, this is where the reimbursement check will be mailed.
 - Last 4 Digits of Social Security Number
 - Date Traveled
 - Travel From - Starting Location
 - Travel To – Destination
 - Purpose – Business Purpose for Travel for Indicated Date
 - Miles Driven – Total miles from Starting Location to Destination (Std Mileage Chart is available for miles between GCPS locations)
 - Total Miles – (All miles for the month - this will automatically total on electronic version)
 - Reimbursement requested – (Total Miles X \$0.36)
 - Budget Code to be completed by Budget Manager
- Certification & Approvals
 - Traveler must sign and date to certify that this is a true & accurate statement of expenses incurred in discharging school system business.
 - Supervisor must sign to certify that the expenditures are necessary, proper, just and reasonable.
 - Budget Authorization must sign to certify that the expenditure is appropriate from the budget code.

Personal & Mileage Reimbursement Deadlines

These deadlines apply to **ALL** personal reimbursements including reimbursement for supplies and materials, staff development (PD-2), mileage reimbursement and any other reimbursements to GCPS employees. Reimbursements from individual school funds follow the same deadline.

Travel/Expense Month	Deadline for Submitting for Reimbursement to Budget Manager/Principal	Deadline for Budget Manager to Submit to Finance Department
July	August 15	August 31
August	September 15	September 30
September	October 15	October 31
October	November 15	November 30
November	December 15	December 31
December	January 15	January 31
January	February 15	February 29
February	March 15	March 31
March	April 15	April 30
April	May 15	May 31
May	June 3	June 10
June	June 3	June 10

- Reimbursement requests received after the deadline **cannot** be paid.
- Reimbursable expenses from June 10 to June 30 should be avoided. Any such expenses require **prior** approval from Assistant Superintendent of Finance for consideration.