

## *Expense Reimbursement Guidelines*

### *General Guidelines*

- Be sure to type/print your name and date at the top of the form. Sign and date at the bottom.
- Reimbursement forms should include expenses from the 1<sup>st</sup> to the last of each month – due by the 15<sup>th</sup> of the following month. Do not include expenses from early in the next month – save those for that month’s reimbursement form. In other words, if you are submitting your April reimbursement form on the due date of May 15<sup>th</sup>, do not include any early May expenses that you may have incurred on this form. These receipts/bills should be set aside and reported on the May reimbursement form.
- There is a **\$100 monthly maximum** for regular expenses (internet, supplies, etc).
- For regular expenses, submit just one form per month. Professional Development expenses should be listed on the same form. PD expenses will not count against your \$100 allowance.
- Event day expenses, not including PD, should be listed on separate forms (e.g. ACT testing day).
- Label all attached bills, maps, and receipts with corresponding line number on the Reimbursement Form.
- Receipts have to be scanned and sent to corporate, so **receipts should be completely taped down the entire length of all 4 sides to a sheet of 8 ½ by 11 paper**. If the receipt is long, cut in half and tape.
- Please use only one side of each sheet when printing maps/directions, Concur confirmations, online receipts (e.g. Amazon.com), ISP bills, etc.
- Do not staple.
- Always keep a copy for your own record!
- Mail (postmarked) by the 15<sup>th</sup> to:

Michigan Virtual Charter Academy  
Attn: Operations Manager  
678 Front Ave NW  
Suite 190  
Grand Rapids MI 49504

### *Supplies*

- Original receipts only – copies not accepted. Many stores offer e-mail receipts as an option – please decline! The only exceptions are purchases actually made online through Amazon.com, etc. You also need a receipt showing what was purchased.
- Include Kmail confirmation when purchasing gifts/gift cards for students.

**\*No Mileage or postage will be reimbursed to mail in your expense report**