

**PROFESSIONAL FUND - CLAIM FOR EXPENSES**  
 Evergreen School District (EEA Bargaining Unit Members Only)

Vendor Name Key

Legal Name \_\_\_\_\_  
 (Failure to use your legal name may result in denial of reimbursement.)  
 Home Mailing Address \_\_\_\_\_

**This Form for Example Only!**  
**Please contact your Cert.-Specialist for a copy.**

Extension No. \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_

**Please Follow These Instructions**

This form is for use by certificated instructional staff (EEA Bargaining Unit Union Members Only) to document their expenses for Professional Fund reimbursement. Contact the Director of Personnel (ext. no. 4010) with any questions.

**Reimbursable Expenses are Limited To\*:**

- Registration fees for workshops, conferences, tuition, student loans, pro-cert/pro-teach, and National Boards that are related to the employee's current position (excluding meals, mileage, lodging, and all other travel costs, and substitute cost).
- Reference Books and/or Classroom Books in paper form only (**electronic books are not reimbursable**).

\* ~~Instructional materials other than reference books and classroom books are not reimbursable.~~

**See Page 74 of CBA**

**Other Instructions:**

- Employees should submit this completed Claim form to the Director of Personnel for approval. Expenses are reimbursable within 2 years from date of payment (and 1 year for payment on tuition loans).
- Purchases of books must be made directly from vendors who are in the retail business (e.g. Purchases of materials at garage sales, Ebay, or from individuals will not be reimbursed).
- Pooling of Professional Funds with another staff member to purchase books is not allowed.
- Each employee is required to obtain pre-approval for travel (from immediate supervisor) if the District is paying any travel expenses (e.g. meals, mileage, hotel, and all other travel costs) or if the activity is during the school day.
- After the District makes payment to an employee for reimbursement of books, the employee must obtain pre-approval (from the Director of Personnel) before any books are returned to the vendor.

**Required Documentation for Expenses:**

- All purchases must be documented with an original itemized receipt showing paid in full by the vendor.
  - Vendor invoices should be billed to the employee's name. Vendor invoices will not be accepted if they are billed in the name of Evergreen School District or other names.
  - **Vendor order forms, cancelled checks, credit card receipts and statements will not be accepted as itemized receipts.**
  - Purchases should be on a separate receipt without personal items. If a receipt includes personal items, mark them out, run a calculator tape on the business items (with appropriate sales tax amount - recalculated if necessary) and attach the calculator tape to the original receipt.
- Write on the receipt (if not included) purchase date, vendor name and address.
- Documentation for college tuition and loan payment - see reverse side of form for complete list.

**Complete Both Sides of this Form:**

- Complete this form in ink.
- Print your name and address in the section above.
- For each itemized receipt, verify the expenses are reimbursable as per the instructions above.
- List all expenses on the reverse side of this form under the appropriate section by expense type. Follow instructions on reverse side of form.
- Verify totals are correct on reverse side of form.
- Write the total of each expense type (from the reverse side) under Summary of Expenses below.
- The Professional Fund Balance amount in the Summary of Expenses will be completed by the Certificated Personnel Department.
- Sign and date the form in the section below after reading the Employee Certification.
- Attach all receipts securely to this form. The employee is responsible for missing receipts.
- Send this completed form to the Certificated Personnel office to verify that expenses are allowable under procedure, required documentation is attached and sign/initial the form for approval.

**Timelines for Sending Completed Forms to Certificated Personnel office for Payment:**

- Employees should submit a completed Claim Form at the end of each month (including July and August) to the Director of Personnel for approval. Payment should be made within 30 days.

SUMMARY OF EXPENSES		General Fund Account Codes	Record Amounts Below From Reverse Side	Business Office Use Only
Registration Fees	_____	00 - 31 - 7260 - 003 - 0098 - 0000	_____	_____
Books (Receipts with Sales Tax)	_____	00 - _____ - 5000 - 003 - 0098 - 0000	_____	_____
Books (Receipts without Sales Tax)	_____	00 - _____ - 5000 - 003 - 0098 - 0000	_____	_____
		Total Amount Claimed	\$ _____	\$ _____
		<b>CERTIFICATED PERSONNEL USE ONLY</b>		
		Professional Fund Balance	\$ _____	\$ _____
		Total Amount Reimbursed	\$ _____	\$ _____
School Year _____		Balance Remaining	\$ _____	\$ _____

EMPLOYEE CERTIFICATION			Employee Certification		
I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.					
Employee Signature		Title		Date	
(Note: Books are District property when expense is reimbursed)					

**Approval for Payment**

Business Office Use Only

Director of Personnel  
 DIS378 3/14

Date \_\_\_\_\_

## Evergreen School District Professional Fund - Itemize Expenses

(EEA Bargaining Unit Members)

- Segregate your receipts by Books, Registration Fees (Workshops, Conferences, and Tuition, Loans, pro-cert/pro-teach and National Boards).
- Complete one line for each receipt.
- For books record the receipt total in the appropriate column based upon if sales tax is charged on the receipt or not.
- For each receipt write the reference number (i.e. F-1, or B-1) on the top right of the receipt.
- Copy the total for each section (registration fees and books) to the reverse side of this form on the appropriate line under Summary of Expenses.

<b>Registration Fees - Workshops, Conferences and Classroom Tuition</b>			
Record # on Receipt	Receipt Date	Receipt Total	Write the name of the activity, date(s) of the activity, and location (city and state) - Use One Line Per Request
F-1		\$	
F-2			
F-3			
F-4			
F-5			
F-6			
F-7			
F-8			
F-9			
F-10			
Total Fees		\$ _____	(Record totals under Summary of Expenses on front of form)

**Tuition and Loan Payment Documentation:**

- College tuition or tuition loan payments are reimbursable but not both. Only the principal portion of loan payments is reimbursable.
- For reimbursement of college tuition, attach to the Claim form the college statement that displays the college name and student's name, and also displays the tuition charges and payments made to the college.
- For reimbursement of student loans, the employee should provide the following documents to the Director of Personnel:
  - The college statement that displays both the tuition charges and payments made with loan proceeds.
  - A copy of the loan documents and amortization schedule for the loan used to pay the tuition.
  - Itemized receipt for each loan payment. The itemized receipt must display the principal and interest portion of the loan payment. List only the principal portion on the Claim form for reimbursement.
- Tuition loan (principal) payments are reimbursable up to 1 year from date of payment, and tuition payments are reimbursable up to 2 years from date of payment.

<b>Books or Instructional Materials</b>				
		List Receipt Amount in One Column Below		
Record # on Receipt	Receipt Date MM/DD/YY	If Tax is On Receipt	If Tax is Not On Receipt	Description of Item(s) Purchased and Purpose/Use - Use Only One Line Per Receipt
B-1				
B-2				
B-3				
B-4				
B-5				
B-6				
B-7				
B-8				
B-9				
B-10				
Total		\$ _____	\$ _____	(Record totals under Summary of Expenses on front of form)