

HONEOYE FALLS-LIMA SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT REIMBURSEMENT VOUCHER

Name:		SD Title:	
Building:		SD Location:	
Position:		Request Date:	
Home Address:		Attendance Date(s):	

The following supporting documentation must accompany this voucher within 30 days of course completion for reimbursement to be processed:

➤ **Original Receipts**

- Registration - front and back of your cancelled check or written/signed confirmation of payment
- Hotel – itemized hotel bill and/or credit card receipt
- Meals - original itemized paid receipt for meals

➤ **Proof of Attendance**

- Workshop certificate of attendance and/or
- HF-L Staff Development Completion Sign In Sheet (attendance sheet) signed by instructor & building principal

➤ **Reminder**

- Sales tax and gratuities are not reimbursed
- If course is taken **during the month of June**, the voucher must be submitted **no later than July 5th**

Registration (not including dues)	\$ _____
Hotel	\$ _____
Meals	\$ _____
Other	\$ _____
TOTAL EXPENSES:	\$ _____

Reimbursement will be made **within 30 days** upon receipt of this form **and** all the required documentation to the Assistant Superintendent's Office.

Submit this form to the office(s) listed below and check off appropriate copy:

- Original** copy to Assistant Superintendent
- Copy** to Building Principal

CENTRAL OFFICE USE

Name: _____

Address: _____

School: _____ Amount: \$ _____

___ HS Code: **2070.400.10-0000** ___ MS Code: **2070.400.20-0000**

___ Manor Code: **2070.400.30-0000** ___ Lima Code: **2070.400.40-0000**

Approved to pay: _____ Date: _____