

Reimbursement Checklist

- ✓ **Receipts.** Provide the itemized bill, not just the total amount paid at a store or restaurant.
- ✓ **Tape.** Affix store receipts to an 8-1/2 x 11" sheet of paper. Take care not to tape over the print or the impression will degrade.
- ✓ **Credit card bill printout.** If you ordered something online, we need the portion of the bill that shows your name and the amount charged to your card for the item. (You can block out the rest for privacy).
- ✓ **Signatures.** Make sure that you (Requestor), your Supervisor, and the Budget Administrator of the fund paying the reimbursement all sign before submitting to Accounts Payable.

Reimbursement No-No's

- No reimbursements **above \$250**. Purchases above that amount should be done on a Purchase Order.
- No reimbursements for out of pocket payment for **contracted services**.
- No reimbursements for Office Depot and other **contracted sources** of supplies.
- No reimbursements for expenditures that may be deemed “**gifts of public funds**”, such as food, gifts, individual scholarships, and field trips outside California.
- No reimbursement for **travel from home to site**.