

Expense Reimbursement Policy

The policy for reimbursement of expenses to employees or board members of the school is as follows:

The expenses must be for expenditures as it relates to school business, supplies or professional development that fall within planned/budgeted expenditures. The individual seeking reimbursement must receive prior approval from the Principal or the Management Company in writing prior to make any such purchase on behalf of the school. Once the expenditure has been incurred a valid receipt must be submitted and attached to a check request which includes a narrative describing the nature of the purchase. The individual seeking reimbursement must sign and date the check request and they must obtain an approving signature from their supervisor prior to submitting the request to the Management Company for reimbursement.

The check request and the receipt will be validated by the Accounts Payable department of the Management Company and processed for payment once validated.