

Claim Forms

Claim forms for reimbursement for any expenses related to conference attendance must be accompanied by your conference registration form.

All other claim forms (e.g., tutoring, mileage, and after school AIS) should be submitted at least quarterly. Please submit all claim forms by June 30th. Payment for claims submitted after the books are closed are subject to Board approval.

All claims for after school AIS must be accompanied by the appropriate AIS form. Times must be accurate and reflect time outside of the contractual day.

Please remember to sign all claim forms.