NWCS

General Requirements for Teacher Reimbursement

To ensure timely and accurate reimbursement of classroom-related expenses, please review and follow the guidelines below:

1. Employment Status

- The applicant must be a **current and active teacher** at the school.

2. Expense Form Submission

- Download the official **Expense Reimbursement Form** from the school website.
- Complete the form in full, **sign it**, and submit it along with all required supporting documentation.

3. Receipts

- **Original itemized receipts** are required for all reimbursement requests.
- Receipts must clearly show the following details:
    - Date of purchase
    - Vendor name
    - Class name or working department
    - Description of items purchased
    - Amount paid

4. Payment Method Restrictions

- **Purchases made with gift cards** are **not eligible** for reimbursement.
- Acceptable payment methods include **credit card, debit card, cash**, or other **traceable** forms of payment.

5. Submission Deadline

- All reimbursement requests must be submitted **within 60 days** of the purchase date.

6. Gift Card Policy

- **Gift cards over $25** are **not eligible** for reimbursement under any circumstances.

7. Fixed Asset Purchases

- Reimbursement for **fixed assets** (e.g., electronics, furniture) is **discouraged**.
- If a fixed asset is purchased:
    - It **must be recorded as school property** before being checked out for classroom use.
    - **Pre-approval is required** prior to purchase.
    - **Purchases made without pre-approval may be denied reimbursement.**

NORTHWEST CHINESE SCHOOL

Expense reimbursement report

Name: _____ Class No._____ Date: _____

Date	Expenses	Purposes	Amount
Examples:			
1/2/03	School supplies	for the art class	$12.50
1/3/03	Student prizes	for class 4, Summer 2003	$3.50
1/8/03	Library supplies	shelf for library use	$30.33
			$_____
			$_____
			$_____
			$_____
			$_____
			$_____
			$_____
			$_____
			$_____

Total: $ _____

Signature:_____ Co-Signature (if need): _____

Approved By: _____

Instructions:

1). Attach statements and receipts to this report when requesting reimbursement.

2). Reimbursement can NOT be made without proper authorized approval.