KUTZTOWN AREA SCHOOL DISTRICT
VOLUNTEER/SUPPORT STAFF
EXPENSE REIMBURSEMENT CLAIM FORM

Due to strict auditing procedures, all volunteers/support staff must complete this form before receiving reimbursement for expenses related to required clearances. Only those expenses for which a receipt is attached will be processed for reimbursement. Money order fees will not be reimbursed.

All volunteer/support staff clearance reimbursements must be approved by an administrator/supervisor. Please submit this completed form to the building in which you will be volunteering/working for authorization. A check will be sent to you by the Accounts Payable/Receivable Department after the funds are approved at the second school board meeting of the month. Clearance expenses will be reimbursed only once over a three-year cycle per person, and within 4 months of the expiration date for renewals.

Print Name: _____ _____ _____
First Name M.I. Last Name

Mailing Address: _____

_____

DATE	*CLEARANCE SUBMITTED FOR REIMBURSEMENT*	*AMOUNT PAID*
	TOTAL EXPENSES FOR REIMBURSEMENT	$

I certify that the above expenses were incurred by me in order to become/remain a volunteer/employee for the Kutztown Area School District.

_____ _____
Volunteer/Employee Signature Date

_____ _____
Principal/Administrator Approval – Signature Date

_____
Principal/Administrator Approval – Print Name

Kutztown area School District does not discriminate in our educational programs, activities or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting the school district. EOE