



**Weston Public Schools
Reimbursement Voucher**

Finance and Operations Office
89 Wellesley Street
Weston, MA 02493

Procedure:	Reimbursement Voucher	Revised Date:	May, 2012
Policy: Record Keeping – auditable accounting records will be maintained.			
The purpose of the Reimbursement Voucher is to provide instructions how request reimbursement for expenses incurred related to work for the Weston Public Schools should be completed and the necessary supporting documentation.			
Completed By:	Individual Seeking Reimbursement	Reviewed By:	Business Office Bookkeeper
Approved By:	Elementary School Principal Middle School Principal High School Principal Assistant Superintendent for Finance and Operations	Entered By:	Business Office Bookkeeper
Form Title:	Reimbursement Voucher	Estimated Time Frame:	3 weeks from review to check
Process for Completion:			
To complete a Reimbursement Voucher, enter the date, vendor/payee, general ledger number to be charged, purchase order number, and amount.			
Reimbursement Voucher Form must:			
<ul style="list-style-type: none"> • Note the name and address of the individual to be reimbursed, ideally including MUNIS vendor code. • Provide a written explanation for reimbursement. • Note the corresponding Purchase Order number if used. • Note the General Ledger Account number to be charged. • Have sufficient funds in the budget roll-up code to support the payment. • Include detailed itemized receipts with the voucher. • Be dated and signed by the appropriate authority. 			
A blank form is attached for use.			
For additional information, please contact:			
Name:	Cynthia D. Mahr	Email:	mahr@weston.org
Phone:	781-786-5230	Fax:	781-786-5279
External URL:	www.westonschools.org		
Weston School Committee Policy:	Expense Reimbursements, DKC		

