

**INSTRUCTIONS FOR COMPLETING THE
DISTRICT EXPENSE FORM**

IRS rules state that expenses should be reimbursed in a “timely” manner; therefore we request that expense requests be turned in at least monthly.

When requesting reimbursement for tolls, or meals you must submit original copies of the complete receipts for those expenses. These expenses are limited by the amount allowed on the expense sheet.

Please do not e-mail these forms. Attach the receipts to your form and give it to your building administrator to submit to our office.