

**SOUTH BURLINGTON SCHOOL DISTRICT
 BUSINESS OFFICE
 550 DORSET STREET
 SOUTH BURLINGTON, VT 05403-6296
 (802) 652-7055**

EMPLOYEE REIMBURSEMENT FORM

Date: _____

Name:

Budget Code:

	<u>Vendor</u>	<u>Description</u>	<u>Total</u>
		DO NOT INCLUDE TAX IN REIMBURSEMENT TOTAL	
		REIMBURSEMENT TOTAL:	

REIMBURSEMENT APPROVED BY: _____
 (Supervisor's Signature)

IMPORTANT NOTICE: Reimbursements need to be submitted and paid within 60 days of the occurrence. If received after that time, the reimbursement will be deemed to be wages in which case all taxes will apply. Per *Internal Revenue Service Code*. If you have questions, please contact the business office. Thank you.