

**FISCAL YEAR 7/1/11- 6/30/12 No. \_\_\_\_\_**  
**FY12**  
**HANOVER SCHOOL DEPARTMENT**  
**REIMBURSEMENT REQUEST FORM**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

REASON: Convention \_\_\_\_\_ Conference \_\_\_\_\_ Meeting \_\_\_\_\_ Course \_\_\_\_\_  
Purchase: \_\_\_\_\_ Mileage: \_\_\_\_\_ Other \_\_\_\_\_

PLEASE ATTACH: CERTIFICATE OF ATTENDANCE WITH CHECK COPY FOR SEMINARS, ETC. Please explain fully including location details and dates, etc.

Location \_\_\_\_\_ Town \_\_\_\_\_

Date of Event \_\_\_\_\_ Amount \$ \_\_\_\_\_

Mileage @ .55 per mile \_\_\_\_\_ Amount \$ \_\_\_\_\_

TOTAL AMOUNT REQUESTED: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Itemized receipts must accompany request, along with registration forms, check copy (front and back) or credit card statement copy. Toll receipts are also necessary if applicable. TOWN HALL REQUIRES RECEIPTS FOR REIMBURSEMENTS.

CHECK PAYABLE TO: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Office Approval

\_\_\_\_\_  
Date

Comments: