

Santa Barbara Unified School District Administrative Regulation

AR 3360

Business and Non-Instructional Operations

CLASSROOM EXPENSES

Certificated Personnel

Teachers may be reimbursed up to \$500 in necessary expenses incurred for classroom supplies. Reimbursement requests will be submitted on a district approved claim form.

All requests for reimbursement must be approved by both the site administrator at the school site where the teacher is assigned and by the district's Director of Fiscal Services or Accounting Coordinator. All requests for reimbursement must be submitted in the same fiscal year in which the expense was incurred. Untimely request for reimbursement will not be processed.

SANTA BARBARA UNIFIED SCHOOL DISTRICT
Santa Barbara, California June 17, 2008