

WITH PURPOSE. FOR PROGRESS.

KIPP SCHOOL SUMMIT 2019



KSS 2019 Reimbursement Guidelines:

Fill out, Scan, and Submit Invoice, Reimbursement Form, and/or Itemized Receipts by August 31, 2019:

- In order to receive payment/reimbursement on or before September 23, 2019, you will need to email all invoices, reimbursement form, and itemized receipts as one PDF by August 31, 2019 to **Eliana Ditren** (editren@kipp.org).
- The expense reimbursement form must be accompanied by scanned copies of your ITEMIZED receipts
 - Itemized receipts are required for ALL expenses, even items that were charged to your hotel room and appear on a hotel folio. You must save the itemized receipts that accompany any of those charges.
 - Handwritten reports must be clear and legible.
 - Incomplete reimbursement packets will be subject to delay of up to two weeks following the received corrections.
- Hotel:
 - In order to receive reimbursement of hotel sleeping room charges, you must provide a copy of your hotel folio that demonstrates a ZERO BALANCE due to the hotel OR a credit card statement along with the folio that shows the expense on the folio has been paid. A copy of your hotel folio can be obtained from the front desk.
- Travel:
 - **KIPP will not reimburse airline tickets more than \$400 without documented email approval from Jessica Donnelly.** Save and print the email, so you can submit the evidence of approval with your receipts for reimbursement.
 - Baggage fees will not be reimbursed by KIPP unless a bag is being used to bring materials instead of shipping.
 - KIPP will reimburse mileage at the federal mileage rate for Instructors driving to KSS. When submitting reimbursements, please include a map of route including mileage. KIPP will not reimburse mileage more than \$400 without documented email approval from Jessica Donnelly.
- EITHER baggage fees OR shipping via ground fees will be reimbursed, not BOTH. In the unique circumstance that you will need to be reimbursed for BOTH baggage AND shipping fees, be sure to obtain prior approval via email from Jessica Donnelly and submit your copy of documentation upon submitting for reimbursement.
- Any pre-approval that is obtained from Jessica Donnelly for a unique circumstance MUST be obtained via email from Jessica PRIOR TO the expense being incurred. Please submit the email approval along with the payment & expense reimbursement materials.
- Out of Pocket Expenses:
 - KIPP will reimburse instructors for reasonable out of pocket expenses with original, itemized receipts and written/email prior approval from Jessica Donnelly.
 - KIPP will reimburse reasonable ground transportation to and from airports, airport parking, etc.
 - Out of pocket expenses are not to exceed \$50 without documented, prior approval from Jessica Donnelly.
- Meals:
 - Instructors are invited to attend all complimentary KIPP group meals.
 - In the event that an external instructor (non-KIPP Network Instructor) cannot attend a group meal OR a group meal is not provided at a designated time, KIPP will reimburse up to \$50 per day for meals with original, itemized receipts.
 - Sorry, internal instructors will NOT be reimbursed for meals outside of the KIPP group meals.
 - KIPP will NOT reimburse for alcoholic beverages.
- Session Materials:
 - KIPP will not reimburse for the purchase of any materials other than black and white photocopying without prior approval.
 - Instructors will be reimbursed for printing costs up to \$150 only, unless per pre-approval by Jessica Donnelly. Save itemized receipts for reimbursement following KSS.

For any questions, reach out to Eliana Ditren (editren@kipp.org).