# Wayland Public Schools Reimbursement Checklist

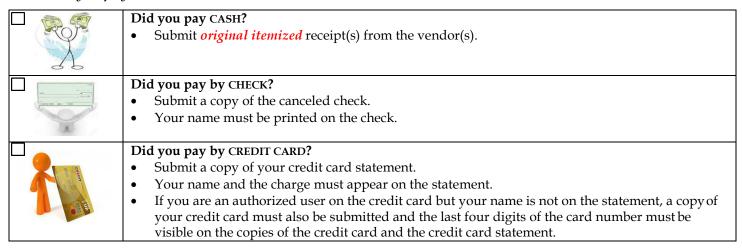
#### For all reimbursements . . .



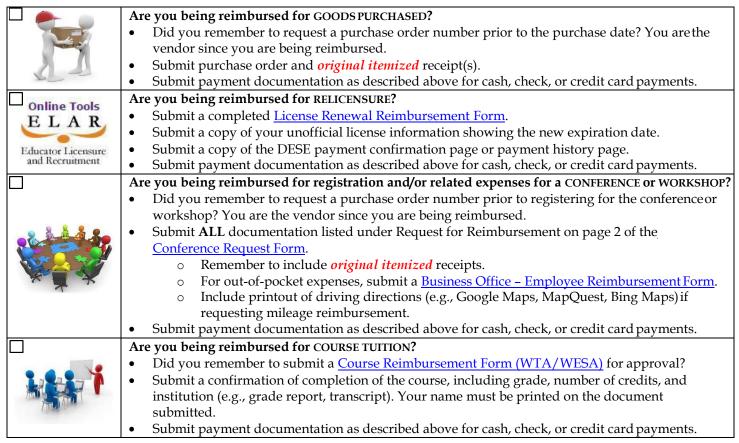
### Do we have your CURRENT ADDRESS?

• Reimbursement checks are mailed to your home, so check your most recent pay stub for the address that is on file. If it is incorrect, please fill out and submit an <a href="Employee Profile Update Form"><u>Employee Profile Update Form</u></a>.

## How did you pay . . .



## What are you being reimbursed for . . .



For additional information on employee reimbursement and mileage requirements please refer to <u>Business Office – Employee Reimbursement Form - Instructions</u>. All forms referenced in this checklist can be found on the Wayland Public Schools website under "Administration » Human Resources » Forms for Staff."