

23/24 Reimbursement Deadline Schedule

Please submit all reimbursement packets by the deadlines listed below. Failure to submit reimbursement requests in a timely manner will result in non-payment of the request. The deadline schedule for reimbursements is as follows:

Conferences and In-District Mileage

Date Conference was Attended	Reimbursement Packet Deadline	Reimbursement Payment Deadline
July 1, 2023 - September 30, 2023	October 3, 2023	December 31, 2023
October 1, 2023 - December 31, 2023	January 3, 2024	March 31, 2024
January 1, 2024 - March 31, 2024	April 11, 2024	June 30, 2024
April 1, 2024 - June 30, 2024	June 30, 2024	September 30, 2024

Conference and Mileage purchase orders will be done on a quarterly basis for budget and forecasting purposes. Purchase orders will be closed promptly after each quarter. **Reimbursement requests submitted after the purchase orders are closed WILL NOT be eligible for reimbursement.**

Tuition

Tuition reimbursement requests should be submitted no more than **30 days after the completion of the course.** All tuition reimbursement requests for courses completed in the Spring of 2024 must be submitted no later than **June 30, 2024.**

Reimbursements packets should be submitted as soon as you have items 1, 2, 4 & 5 (refer to the check sheet). Item 3 is not available to you until you complete the class and put a request into the college to have an "Official Transcript" sent to my attention at the Board Office. Submit your packet and write "pending transcripts" on the check sheet next to item 3. Please keep in mind if submitting tuition reimbursement for multiple classes, submit a separate check sheet/packet/back-up for each class. Be sure to obtain all required signatures on various forms.

Custodial Shoes, Black Seal License, NJEA Teachers Convention Purchases

All reimbursement requests must be submitted within 30 days of purchase, or renewal. All requests must be submitted by **June 30, 2024.**

Please feel free to contact me if you have any questions.
Linda Pichowicz

Sincerely,
Linda Pichowicz
Linda Pichowicz

