



Sonoma Valley Unified School District

To: Fiscal Services, District Office

Policy for Payment of Travel and/or Miscellaneous Expenses

- The standard claim form must be completed and properly signed by all parties involved.
Invoices, receipts or other evidences of payment must be attached before payments can be processed. These should indicate:
a Who the party is. (Name of firm, person's name, etc.)
b The amount to be reimbursed
c The date of purchase or service
d That the expense is payable by the Sonoma Valley Unified School District
When invoices or receipts cannot be readily obtained, the following affidavit statement may be used. Please note that this affidavit should be used sparingly and only when necessary.

AFFIDAVIT STATEMENT

I, \_\_\_\_\_, declare that the following expenses were incurred by me while performing district authorized functions and that invoices or receipts were not obtained or are not available for the following reasons:

Table with 3 columns: Item, Amount, Reason. Multiple empty rows for data entry.

These items coincide and agree with the items listed on the attached Claim for Travel and/or Miscellaneous Expense form.

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Assistant Superintendent or Designee