



**NEW YORK CITY DEPARTMENT OF EDUCATION**  
**COMMUNITY & CITYWIDE EDUCATION COUNCIL**  
 PERSONAL EXPENSE SUMMARY FORM AND REQUEST FOR REIMBURSEMENT

Council Member's Name: (Print) \_\_\_\_\_  
 Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 Apartment Number: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 District: \_\_\_\_\_ Region: \_\_\_\_\_ (Check One)  President  Member

MONTH \_\_\_\_\_ 20\_\_

**Directions for Completion**

In accordance with Department of Education regulations, each CEC member is eligible to receive monthly reimbursement for reasonable operating expenses to conduct Council operations.

This form is to be used to request reimbursement. Please do the following:

- Indicate next to the appropriate item the amount spent.
- **Leave Blank** if you did not spend on that item.
- If item is NOT listed, indicate expenditure in the section marked "Other."
- Have the expenditures approved by the Council President.
- Return form to the Regional Operations Center (ROC) responsible for your district/region.

ITEMS PURCHASED	AMOUNT	ITEMS PURCHASED	AMOUNT
Telecommunication Related Expenses	\$ _____	Supplies and Materials	\$ _____
Usage of Personal Vehicle Including Parking	\$ _____	Subscriptions and Publications	\$ _____
Childcare Related Expenses	\$ _____	Other: _____	\$ _____
		Other: _____	\$ _____
Car Service/Taxi Cabs	\$ _____	Other: _____	\$ _____
Public Transportation	\$ _____	Other: _____	\$ _____
Refreshments	\$ _____	Other: _____	\$ _____
Postage	\$ _____	Other: _____	\$ _____

**TOTAL EXPENDITURES \$ \_\_\_\_\_**

I hereby state that I have spent the amount indicated above for authorized purchases related to my position on the Community/Citywide Education Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_, Council President

**FOR CENTRAL DEPARTMENT OF EDUCATION USE ONLY**

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

FY	DISTRICT	QUICK CODE	LOCATION	OBJECT CODE	AMOUNT
				496	\$ _____

Revised: June 2008

DOCUMENT NUMBER: \_\_\_\_\_