

Teacher's Expense Guidelines

Every teacher of HXGV can get reimbursement on teaching supplies up to **\$50 each school year**. This may include but not limited to stickers, small gifts to award students, printing cost, art supplies, etc. Expense on textbooks is not included.

Some teaching supplies such as dry-erase markers, highlighters, pens/pencils, stapler/staples, etc. will be purchased by the school at wholesale price to save cost. This type of supplies will not be reimbursed.

If the total expense is projected to exceed \$50 per school year, pre-approval is required.

Expense can be submitted **twice** a school year, **December** for fall semester and **April** for spring semester. Receipts are required.

Any textbook or non-perishable teaching supplies that are paid by the school are considered as properties of the school. Therefore they should be returned to the school when a teacher leaves.