## **Employee Submitted - Expense Adjustment Form**



Payroll Mat-Su Borough School District 501 N. Gulkana Palmer, AK 99645 (907)761-4357

If you submit an expense claim incorrectly, there are two options you can pursue:

1. If you neglected to include an expense on a submitted claim, simply create and submit a new claim through Employee Self Service. It will go through the normal expense reimbursement process.

2. If you included an expense that should NOT have been included (because it was pre-paid with a PO, purchased with a P-Card, or expended by someone else), complete and submit this form to Payroll. The dollar amount will be deducted from your next paycheck.

First Name		] Last Name	
Employee ID	Location		
Amount	Account Code Impacted		

Please provide an explanation for what the expense is, why it was claimed and why it should not have been included.

Employee Signature

Date

Supervisor Signature

Date