

## Employee Reimbursement Guidelines

District policy (BP 3300 and 3314) requires all non-travel purchases go through the Purchase Order (PO) approval process. Employee reimbursements are limited to emergency purchases in which a PO is not a viable option, mileage reimbursement, travel and conference reimbursements that are not included in a PO (please note a copy of a district conference pre-approval form must be attached, BP3350), classified clothing allowance reimbursements, and incidental purchases. All other purchases must be completed through the PO process. Failure to follow District policy may result in the denial of a reimbursement claim. All reimbursements are subject to pre-approval and must have accompanying documentation of such (including original receipts).

Mileage reimbursement requests must state the date of travel, the travel from location (*please note this is the work site location or home residence whichever is closer*), the travel to location, the purpose of the travel, budget account and must be signed by both the employee and site or department Administrator. All mileage reimbursements must be turned in on a monthly or quarterly basis. Mileage reimbursements that are turned in after the close of the fiscal year may not be processed.

Travel and conference reimbursement requests must include a copy of the District Travel and Conference Pre-approval form and original itemized receipts. Dining purchases must list food and beverage items purchased. A credit card receipt that does not list items purchased cannot be used without attaching the itemized receipt. An employee must submit individual receipts for expenses and not group receipts. Please note, tips turned in along with dining receipts should not exceed 15%.

On a limited and case-by-case basis, a specialized program or item that requires unique or expedient purchases may use a Purchase Order to expedite the pre-approval process. Purchase orders will be made out to individual staff members and will be limited to maximum of \$200 per semester. The purchase order should specify the program and the standard reimbursement procedures will apply (original receipts, claim form, etc.). Purchases may not be made prior to the purchase order being fully approved and then should be made only within the specified dates (Ex: Aug. 1 - Dec. 17). Also, all purchases using this method must be shipped directly to the school site and can not be shipped to someone's personal home address. This **can not** be used to bypass the normal Purchase Order process for items typically purchased for instructional purposes.

All reimbursement requests must be completed using District forms, must include original itemized receipts, a budget account, have documentation of pre-approval, and must be signed by both the employee and site or department Administrator. The goods must be delivered

directly to the worksite and cannot be shipped to any address other than the worksite\*. Please note, if there is an issue shipping goods to the worksite, goods may be delivered to the District warehouse as an alternative, but arrangements prior to delivery will need to be made. Proof of receipt of items should be attached to the reimbursement claim (this typically a signed packing slip). Employee reimbursements for food purchases for various types of meetings need to include a sign-in sheet, state the purpose of the meeting, and a copy of the agenda.

\*Clothing allowance reimbursements are not subject to worksite delivery requirements.

Allowable reimbursement requests should be submitted monthly. Reimbursement requests more than 90 days old may not be honored. Reimbursement requests must be submitted in the fiscal year in which they occurred. Departments and school sites are provided a year-end cutoff date for reimbursements so please check with your site Account Clerk and/or Secretary for the year end deadline, but the deadline will typically fall on or around June 15.

Reimbursement requests cannot include prohibited items. Prohibited items include, but are not limited to the following: alcohol, tobacco, spray-paint, weed-killer, anything containing harmful chemicals, gift cards, gifts other than a plaque or award, food purchases as an incentive in the classroom that violate the District wellness policy, and expenses related to personal accounts (e.g. Netflix).

Any questions regarding reimbursement requests should be directed to the Director of Budget and Accounting at 778-4631.