

TITLE: Employee Reimbursement

GENERAL DESCRIPTION: This procedure applies to employee reimbursement for prior approved materials, travel, meals, and other expenses. Materials and supplies shall only be purchased directly by the employee in emergency situations and with prior approval by the immediate supervisor. It ensures that only properly authorized purchases are made from District funds and that management is provided with accurate information for planning, budgeting, monitoring and decision-making.

PRIMARY RESPONSIBILITY: Superintendent

REFERENCE OR AUTHORITY:

PROCEDURAL STEPS:

- I. Prior approval shall be obtained by the employee prior to purchasing materials, supplies and other district expenses, including travel and conference expenses.
- II. A completed Employee Reimbursement Form, including the supporting documents, shall be forwarded to the immediate supervisor for approval.
- III. The approved Employee Reimbursement Form will be entered into the District's financial system and forwarded according to District approval process.
 - A. Non-conference/workshop travel reimbursement shall be submitted at the end of the month (one per month).
 - B. Other approved reimbursements can be submitted during the month after the purchase or after attending the conference/workshop. Supporting documentation is required for all reimbursements.
- IV. The District will process payment on the 10th and 25th of each month, for approved forms received in the District Office by the 1st and 15th, respectively.
- V. All employee payments will be made by direct deposit.