

13) Employee Expense Reimbursements

Occasionally it is necessary for an employee to expend their personal funds for school related expenses. This however should be considered the exception and employees are urged to follow all purchasing procedures and ensure enough time for a check to be processed thus eliminating the need to expend personal funds.

Using personal funds to make a purchase and then requesting reimbursement is not intended to and should not be used to circumvent the purchasing procedures.

Before using personal funds to purchase items that the employee expects to be reimbursed for, the following procedures must be followed.

FAILURE TO FOLLOW THESE PROCEDURES MAY RESULT IN REIMBURSEMENT REQUEST BEING DENIED.

1. Whenever possible employee should use purchase requisition form to receive prior Principal approval. In the absence of the form, other written documentation with Principal approval may be provided (e.g. text message, e-mail)
2. All purchases must be made in accordance with the procurement procedures outlined above.
3. Obtain a tax exempt certificate from the Business Manager. It is the employee's responsibility to notify the vendor of the school's tax exempt status. This includes local vendors as well as online vendors.
4. IF YOU PAID SALES TAXES THIS AMOUNT WILL BE EXCLUDED FROM YOUR REIMBURSEMENT.
5. If ordering online, items must be shipped directly to the school. Items shipped to a location other than the school will not be paid for.
6. Only purchase approved items.
7. Proof of payment is required for all reimbursement requests so be sure to get an itemized receipt as well as the credit card receipt. Please note that an Order Confirmation is not proof of payment. If paying with a credit card, a copy of the employee's credit card statement may be acceptable.
8. Approved mileage reimbursement will be paid at the standard IRS reimbursement rate. Approved rates may be obtained from the IRS' website www.irs.gov.
9. Commuting miles are not reimbursable.
10. All Travel reimbursements must follow the travel policy guidelines.
11. Fill out an Employee Reimbursement Request Form. The request must be approved by the Principal and/or APS.
12. Submit completed, approved request along with all supporting documentation to the Business Manager.
13. Payment will be processed according to the Check Processing procedure outlined above.