Expense Reimbursement

GENERAL DESCRIPTION: This procedure applies to employee reimbursement requests for staff traveling on approved CESD business or other authorized purchases. It ensures that only properly authorized expenses are made from CESD funds.

PRIMARY RESPONSIBILITY: Chief Financial Officer


OVERVIEW: Employees are required to submit expense reimbursements in a timely manner. Normal travel and expense reimbursements may be submitted at the end of the month in which the employee is claiming an allowable expenditure. Submission of expense reimbursements during other timeframes within a month will not be accepted or processed.

Reimbursements for approved conference travel and other associated expenses can be submitted during the month it occurs but after the conference.

Expense reimbursement requests must be submitted for processing within two (2) months after the month in which the expenses occurred. This cutoff date is necessary to ensure financial projections that will allow accurate up-to-date reporting and, if applicable, program fiscal decisions.

Meal expenses will only be reimbursed if the employee's travel requires him or her to be away from home overnight, if it is required and approved that the regular work day is extended by two hours that spans a typical meal time, or if the meal is necessary to conduct CESD business. “Necessary” means the business activity cannot be conducted at another time not requiring meal expenses. Overnight is allowed pursuant to criteria outlined in CESD’s administrative rule DLC-AR – Expense Reimbursement, under the section “Reservations, Commercial Carrier and Lodging.” Reimbursement for a specific meal will not be allowed if the meal is provided as part of a conference.

PROCEDURAL STEPS:

Mileage Reimbursement

1. Mileage reimbursement will be calculated at the IRS rate that is current at the time the mileage was incurred.

All Other Expenses

1. Other expenses include conference expenditures (e.g., professional books) and authorized materials and supplies.
2. No reimbursement will be made without receipts listing the items or services purchased, except for mileage and metered parking.

3. Reimbursement requests for other expenses besides mileage may be made after the conference or after incurring the expense and receiving the items.

**Reimbursement Request Process**

1. Employee will submit a Reimbursement Request form, FIS 655a, according to department procedures, with appropriate receipts attached.

2. Approved requests will be forwarded to the accounts payable clerk for further approval and processing.

3. Reimbursement will be paid semi-monthly on the 5th and the 20th of each month. When the 5th is a Saturday or Sunday, reimbursement will Friday or Monday, respectively. The cutoff date for approved requests to be received by Fiscal Services is 10 work days prior to the date of payment.

4. Reimbursements will be made through the automated electronic deposit process.

5. The accounts payable clerk will send the employee a copy of the remittance and, if appropriate, supporting documentation.