Purpose:

To outline the process an employee must follow in order to be reimbursed when business-related expenses are made with personal funds.

Procedure:

1) Employee reimbursement must be submitted on an expense voucher with supporting documentation for all expenses. Expense Vouchers are paid on the last Friday of each month and are due no later than Thursday morning of that week.
   A) Fill out the name and date range for expenses.
   B) Hotel and/or per diem allowances will be listed under the subsistence section.
      i) Hotel stays are listed per number of nights with a nightly rate and then totaled in the column on the right.
      ii) Per Diem allowances are listed per day with daily rate and then totaled in the column on the right
   C) Business-related mileage, fuel, parking, airline tickets, and auto rentals are entered under the transportation section.
      i) Mileage is submitted with total miles driven at the business standard mileage rate (updated and provided annually) and then totaled in the column to the right.
         (1) A mileage log should be submitted as supporting documentation for any mileage submitted for reimbursement.
      ii) Parking, airline tickets, auto rentals, and fuel should be listed in this section with any description, if necessary, and totaled in the column to the right
   D) Any expenses that do not fall under the categories above will be submitted in the other section on the expense voucher (client meals, membership dues, networking events, office supplies, etc.)
      i) Write a brief description of the purchase(s) and put the total for each purchase separately in the column to the right.
   E) Once all expenses have been submitted on the form, add all of the numbers entered in the column to the right and enter the total amount to be reimbursed on the total expenses line.
   F) Attach all supporting documentation to the expense voucher.

2) Submitting an Expense Voucher
   A) The employee should sign the bottom left of the form on the signed line.
   B) Once signed, the expense voucher and all supporting documentation is to be sent to the immediate supervisor for review and approval.
   C) Once the expense voucher has been approved, the supervisor is to send the expense voucher to the accounting department for processing.

3) Processing an Expense Voucher
   A) Each month, the accounting department reviews each expense voucher to make sure all calculations are correct.
   B) On the last Thursday of the month, the expense voucher is processed as a separate check for the employee and will show up as an additional direct deposit transaction on Friday.