Overview

As a part of an employee's duties, it may be most expedient from time to time to personally pay for business purchases for goods or services necessary to the work. Any eligible and pre-approved expenses that are incurred on behalf of Worksystems will be reimbursed in full.

Worksystems has established business accounts with several vendors that can be used for approved business purchases. Employees are to determine if a purchase can be made through the business account prior to using their personal accounts for the purchase.

Applicable procurement rules apply to all purchases, regardless of the purchase method. Employees are to refer to the Worksystems *Procurement Policy* (Procurement) to determine procurement requirements for the purchase.

Qualifying Expenses

Qualifying expenses require proper approval following Worksystems' *Signature Authority* (Signature Authority) prior to the purchase. Expenses that were not pre-approved may not be reimbursed. When related to travel for company business, the requirements and limitations outlined in Worksystems' *Travel Policy* (Travel) will apply. Qualifying expenses include, but may not be limited to:

- Travel for business purposes
- Conference fees
- Accommodations and meals while attending meetings, conferences or training
- Professional certification/membership fees
- Continuing education
- Parking
- Food expenses for meetings
- Books and supplies

Employees are to work with their Manager to determine allowable purchases and the best form of purchase or reimbursement. Forms of purchase can include working with a company credit card holder (see *Signature Authority* Signature Authority for a list of all credit card holders), working with a Manager that has a company established business account, personal purchase/reimbursement or any other form of purchase option that Worksystems establishes for staff use.

Non-Qualifying Expenses

There are certain expenses that are not allowable for reimbursement, including:

- Lost personal property.
- Unauthorized meals or entertainment.
- Fines incurred while operating a vehicle for company business.
- Flight or accommodation upgrades when traveling for business.
- Expenses for non-employees who accompany employees on business trips.
- Disallowed costs (ex: alcoholic beverages, entertainment expenses, gifts/tips/service fees in excess of 20%, parking citations, etc.)

Procedures

To ensure reimbursement for work-related expenses, the following is required:

- Monthly expense reimbursement submission is preferred, at a minimum expense reimbursement must be submitted quarterly during the fiscal year and must be submitted within 30 days of the organization's fiscal year end June 30, or within 30 days of a grant end-date, whichever is the earliest.
- Original receipts are required to be attached to the check request or travel reimbursement form.
- Where personal credit or debit cards were used for individual payments of more than $25, a bank/credit card statement redacted of personal activity and showing the charges for reimbursement is to be included with the receipts.
- Submit the proper form through proper channels for approvals. Final approver forwards to Fiscal for payment.
    - *Purchase Request Form*: Required for any purchase of $1,000 or more.
    - *Check Request Form*: Any expense reimbursement that is not travel related.
    - *Employee Travel Reimbursement Request Form*: Completed for reconciliation of expenses when an *Employee Travel Pre-Authorization and Advance Request Form* has been submitted.
    - *Local Travel Reimbursement Request* Form: Completed for travel reimbursement that is not associated with an *Employee Travel Pre-Authorization and Advance Request*. Expenses include: personal vehicle mileage; parking fees; car share/flex car services; train; and conference fees, meals and lodging associated with a mileage/car share/flex car/train service expense reimbursement request.

      Reimbursement requests for conference fees and meals that are not associated with a travel expense such as mileage requires the completion of a *Check Request Form*.