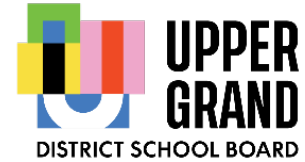


Reimbursement of Employee Expenses Procedures Manual 701-A



Category:	Finance
Administered by:	Chief Financial Officer
First Adopted:	December 1999
Revision History:	February 2010, June 2013, April
Next Review:	2020 2024-25 School Year

1. Claim Procedures

- 1.1 Reimbursement of Expenses Form 701-1, included in the Reimbursement of Expenses Handbook, will be used by all employees of the board to request reimbursement.
- 1.2 Submission of the form will be in accordance with the process described in the handbook.
- 1.3 Reimbursement requests for expenditures incurred in any budget year will be received no later than the second Friday of the following school year. Submissions received after the due date will not be considered for reimbursement. If leaving the board, reimbursement requests will be received prior to the last day of employment.
- 1.4 All reimbursement of expenses forms will be approved by the employee's immediate supervisor. The claimant's supervisor at a school site is the principal; the principal's supervisor is the superintendent. The Director of Education will approve purchases from senior administration. The Chair of the Board will approve purchases from the Director of Education.
- 1.5 Group expenses will be claimed by the most senior person in attendance. For example, if a principal and a vice-principal are present, the principal will claim the group expense.
- 1.6 Original itemized receipts will be attached to the Reimbursement of Expenses Form. The Reimbursement of Expenses Handbook provides details on what constitutes a valid receipt. On a rare occasion if a receipt is missing, a Lost Receipt Form 701-2, included in the Reimbursement of Expenses Handbook, will be attached to the employee's Reimbursement of Expense Form in order to request reimbursement. Where a valid

receipt cannot be produced and pending a review of the completed Lost Receipt Form 701-2, a reimbursement request may be denied.

- 1.7 Reimbursement for conferences and travel will be in accordance with the Reimbursement of Expenses Handbook.
- 1.8 Reimbursement for all allowable expenditures described in the Allowable Expenditures Policy 708 will be in accordance with this policy, and the Reimbursement of Expenses Handbook.
- 1.9 No reimbursement for meals which are already included in the cost of the conference registration fee will be made.
- 1.10 At the discretion of the employee's immediate supervisor, reimbursements that do not conform to the guidelines in the Reimbursement of Expenses Handbook may, in very limited circumstances, be allowed.
- 1.11 Alcohol expenses will not be reimbursed.
- 1.12 Any overpayment to a claimant is considered a debt to the board and will be repaid or may be deducted from a future claim.