## Expense Reimbursement Procedure

**1. Purpose**

To outline the steps for submitting, approving, and processing reimbursement requests for business expenses incurred by employees and board members.

**2. Procedure**

**Step 1: Prepare Documentation**

* Collect itemized receipts for all expenses.
* Complete the expense reimbursement form, providing details of the expense, purpose, and applicable budget codes.

**Step 2: Submit Reimbursement Request**

* Submit the completed form and receipts to the employee’s direct supervisor or designated approver.
* Include any additional documentation required for specific expenses, such as conference agendas for professional development claims.

**Step 3: Supervisor Review**

* Supervisors review reimbursement forms for:
	+ Completeness and accuracy.
	+ Compliance with organizational policy.
	+ Alignment with budget and business necessity.

**Step 4: Finance Department Processing**

* Forward approved forms to the finance department.
* Finance staff verify documentation and ensure alignment with the budget.

**Step 5: Payment Issuance**

* Approved reimbursements are processed within [INSERT TIMEFRAME, E.G., 10 BUSINESS DAYS] via [INSERT METHOD, E.G., DIRECT DEPOSIT OR CHECK].

**Step 6: Dispute Resolution**

* Employees may appeal denied reimbursements by submitting a written request to the finance committee for review.

**3. Record Keeping**

* Maintain copies of all reimbursement forms, receipts, and approvals for [INSERT TIMEFRAME, E.G., 7 YEARS].

**4. Review and Revision**

This procedure will be reviewed annually and updated to reflect changes in organizational needs or IRS requirements.