**Section 100 – Management & Administration**

|  |  |  |  |
| --- | --- | --- | --- |
| General Rules & Administration - 100 | | | |
| S.O.P # 100.21 | **Expense Reimbursements** | | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**100.21.01 Purpose**

The purpose of this policy is to describe the procedures regarding travel and reimbursable expenses.

**100.21.02 Policy**

1. All purchases require pre-approval from the Chief and/or his/her designee.
2. Packing slips, receipts, invoices and other proofs of purchase/travel must be remitted to Administration once approved items are received along with a completed Expense Reimbursement Form.
3. Reimbursable purchases include but may not be limited to the following categories:
   1. Tailoring services for application and removal of uniform patches,
   2. Tailoring services for hemming;
   3. Tailoring services for Class A Uniform adjustments;
   4. Mileage for approved travel in a personal vehicle to and from meetings, conferences and/or trainings.

**100.21.03 Procedure**

1. Request pre-approval from Chief and/or Asst. Chief.
2. Submit all packing slips, receipts, invoices and other proofs of purchase/travel to Administration along with a completed Expense Reimbursement Form. For travel attach a map from an on-line source (Mapquest, Google Maps, etc) for proof of distance of travel.
3. In most cases the employee will be reimbursed after the District’s Board Meeting when all other bills are signed.