

<b>WCHO</b>	<b><i>Policy and Procedure</i></b>		
Department Finance	# of Pages: 3		
Policy Name BUSINESS EXPENSES REIMBURSEMENT	Type of Policy:  [ <input checked="" type="checkbox"/> ] WCHO [ <input type="checkbox"/> ] Regional [ <input type="checkbox"/> ] Network		
Policy Number  11.002	Effective Date  9/04	Revision Date  12/9/04	Approval Date  1/18/05
Administrative/Board of Directors Sign Off			
Administrative Signature:		Date:	
Board of Directors Signature:		Date:	

## I. PURPOSE

To establish a procedure by which Staff can be reimbursed out-of-pocket business expenses such as travel, conference attendance, and client care.

## II. APPLICATION

All permanent, temporary, or volunteer staff working for the Washtenaw Community Health Organization may request reimbursement for out of pocket expenses that are business related. Contractors are excluded from this process.

## III. DEFINITIONS

Mileage: Account number 82000. Number of miles driven on WCHO business. Miles are reimbursed at the current rate approved by the Internal Revenue Service. The cost is charged to the Travel account. In addition to mileage costs, parking fees are also charged to the Travel account.

Conferences: Account number 82100. Requires prior approval from the immediate supervisor. Includes registration fees, meals (up to designated limits), lodging, and travel costs (other than mileage which should be charged to the Travel account). Explanation of expenses is required.

Client Care: Account number 81720. To be used only in emergency situations. Includes housing costs, personal care items, and food needed on an emergency basis for clients. Explanation of expenses is required

Telephone: Account number 81900. To be used when calls cannot be made from the office. Explanation of expenses is required

Other: Must indicate the appropriate account number from the Chart of Accounts and be specified on the form. Explanation of expenses is required.

Documentation: Receipts or invoices for costs other than mileage must be attached to the form in order to be reimbursed. Explanation of expenses is required

#### **IV. POLICY**

It is the policy of Washtenaw Community Health Organization to reimburse all permanent, temporary, and volunteer staff of any pre-approved, out-of-pocket business expenses and to reimburse them for mileage at the current level approved by the County for use of their private vehicle for business purposes.

Non-reimbursable expenses include taxes and parking violations.

#### **V. EXHIBITS**

None

#### **VI. REFERENCES**

None

#### **VIII. PROCEDURE**

##### **WHO**

##### **DOES WHAT**

Staff	<p>Complete and submit the <i>Expense Reimbursement</i> form monthly including appropriate receipts. Minimum amount of request is \$15.00 unless it is the end of the fiscal year (September).</p> <ul style="list-style-type: none"><li>• There will be NO reimbursement for any taxes, e.g., sales tax.</li><li>• Parking Violations are not reimbursable.</li></ul>
Supervisor	<p>Reviews request.</p> <p>Adjusts for any disallowed expenses/mileage.</p> <p>Signs and dates form.</p> <p>Submits to WCHO Finance—Accounts Payable.</p>

Accounts Payable      Stamps requests with Date Received.

                                 Reviews form and checks for accuracy. Corrects any addition errors.

                                 Discusses questionable entries with Finance Director.

                                 Notifies Supervisor of any entries that have been denied/rejected.

                                 Processes payment with two weeks of receiving the request form.