

POLICY NAME REIMBURSEMENT OF EXPENSES

POLICY NUMBER 1.2.1

CATEGORIES

DATE PROPOSED: 10/18/2017

DATE OF VOTE: 10/18/2017

ACCEPT (Y/N): Y

No unscheduled employee expenses will be reimbursed by the Municipal Ice Complex (MIC) unless such expenses have been approved, in advance, in writing, by the Senior Facility Manager (SFM) or his designee.

Employees seeking reimbursement for work related expenses must fill out a Request for Reimbursement form and submit the completed form, along with the applicable receipt, to the SFM's Senior Administrative Assistant. Reimbursement checks will be provided within seven (7) business days. In some cases, and at the sole discretion of the Senior Administrative Assistant, cash reimbursement may be made from the petty cash fund.

COMMENTS: Supersedes Policy #45. Added 2nd paragraph.