

7.2 REIMBURSEMENT OF EXPENSES

Purpose: Establish a framework for reimbursing individuals for amounts paid out of pocket on behalf of G.R.I.T. Calgary Society for school needed expenses.

Policy: When applicable and approved by Senior Management, expenses will be reimbursed.

Procedures:

Mileage:

- Program mileage discussed and approved with employee during signing of contract meeting at the start of each program year
- Additional mileage throughout the program year is discussed and approved by the Certificated Teacher and Executive Director
- Mileage is documented monthly from each employee
- Mileage is saved to employees' folder by the last working day of each month
- Mileage data is inputted to the monthly mileage spreadsheet by the Program Administrator
- All mileage expenses are approved by the Executive Director
- Mileage is then inputted to the ADP monthly special run and processed by ADP
- Mileage Reimbursement is deposited to employee by the 15th of each month
- Reports printed for both Executive Director and Finance File for future audit by Program Administrator

Reimbursements:

- Request to purchase materials and/or equipment discussed with Program Administrator and Executive Director
- Executive Director to approve purchases.
- Purchases over \$5,000 approved by Board of Directors
- Purchases approved are made by Program Administrator using company credit card

- Special permission is granted for employees to purchase approved materials, these purchases are then added to monthly Reimbursement Form and uploaded to Employee file by end of month
- Executive Director determines which account payment is to be made from
- Program Administrator inputs expense and completes payment to employee
- Expenses must only be incurred and reimbursed for school related expenses
- Original receipts must be attached to support all expense claim items.
- Unsupported expenses, where the original itemized receipts are required but not provided, will not be reimbursed.
- If the original receipt has been lost, the claimant may request the vendor to reissue the receipt.
- All receipts should be processed in the fiscal year that they were incurred

Approved by Board of Directors: August 2024