

## The Right Door for Hope, Recovery and Wellness

Chapter Title	Chapter #		Subject #
Fiscal Resources	F		232
Subject Title Employee Expense Reimbursement	Adopted  4/24/00	Last Revised  8/26/24	Reviewed 7/18/05; 6/26/06; 2/28/08; 12/22/08; 10/26/09; 10/25/10; 10/24/11; 2/25/13; 2/24/14; 2/23/15; 3/23/15; 3/28/16; 3/27/17; 4/23/18; 5/20/19; 6/29/20; 5/24/21; 5/23/22; 5/22/23; 5/20/24; 8/26/24

### POLICY

#### Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness.

#### 1. Intent

It is the intent of this policy to ensure that employees are accurately and promptly reimbursed for agency business travel and other approved agency business expenses. All reimbursement requests must be reviewed and approved by the individual's supervisor. In the case of the CEO, reimbursement requests must be reviewed and approved by the Board Chairperson.

#### 2. Policy

- 2.1. Payments for properly completed employee expense reports shall be made in compliance with IRS publication 463. Properly completed expense reports shall be submitted within 60 days of the date of expense occurrence to be considered for reimbursement.
- 2.2. Business expenses incurred by employees requiring an immediate reimbursement (substantiated by the employee's supervisor) may be processed through a manual accounts payable check.
- 2.3. Alcoholic beverages are not an allowed reimbursable expense.
- 2.4. Mileage reimbursement shall be at the currently published IRS standard mileage rate for use of personal vehicles for agency business.
- 2.5. Reimbursement for meals, parking, and other miscellaneous expenses shall be for reasonable and prudent expenditures as approved by supervisor. All supporting documentation for expenses shall be submitted with the employee expense report and approved by the supervisor.

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2.6. Reimbursement for meals shall be paid only when accompanied with a detailed receipt of the food items purchased. Gratuities are limited to 20% of the meal charge.

References

CARF Standards Manual, Section: Financial Planning and Management

Nancy Patera, Board Chairperson	Date		