



<b>SECTION:</b>	Financial	<b>POLICY:</b>	Reimbursements
<b>DATE ISSUED:</b>	July 9, 2001	<b>NUMBER:</b>	F – 170
<b>REVIEWED:</b>	Jan/19, Nov/22		
<b>REVISED:</b>	Jan/16	<b>NEXT REVIEW:</b>	2025

---

### **Policy**

All staff and volunteers are eligible for reimbursement for allowable expenses while on authorized duty for the agency.

### **Procedure**

1. Staff and volunteers will seek pre-authorization for extraordinary\*
2. Unplanned expenses (e.g. Interior car cleaning,) will be reimbursed on approval by the employee's supervisor.
3. Mileage on approved travel will be reimbursed at the agency's approved rate.
4. Staff and volunteers reimbursement for expenses will be processed monthly by Electronic Fund Transfers (EFT) unless otherwise stated. For all expenses incurred up to and including March 31<sup>st</sup>, (CCN year-end) reimbursement must be submitted in April or the expense will not be reimbursed.
5. Staff and volunteers will submit a signed, pre-authorized (where applicable) and dated reimbursement form to the A/P clerk at CMH within ninety days. Receipts are required for all expenses other than mileage.

\* *Extraordinary expenses are one-time or occasional expenses that are not part of the employee's responsibilities. Examples include conferences, training events and out of area meetings.*