

Policy & Procedure

Policy Title: Expense Reimbursement

Policy Number: 212

Policy Statement:

Staff expense reimbursements for Arc Human Services (the organization) are processed through the organization's designated payroll system using an electronic expense reimbursement system and audited by the fiscal department. Staff travel expenses are processed in accordance with the payroll processing schedules.

Procedures:

Staff requesting an expense reimbursement must enter the required details into the expense reimbursement system, including the date, type of expense, amount, description, and any necessary supporting documentation (see Appendix D for the user guide).

For mileage reimbursement, staff must enter the starting and destination locations, and the system will automatically calculate the reimbursement based on the shortest route.

Once the expense report is finalized and submitted, it must be approved through the chain of command. After approval, the reimbursement is processed through the payroll system and included in the employee's pay as a non-taxable payment. The pay stub will itemize the reimbursement by expense type (e.g., cell phone, mileage, tolls).

Expense Reimbursement Guidelines:

- **Mileage Expense:** Mileage is calculated based on the location from which you are departing (Physical address) to the location to which you arrive (Physical address). Mileage reimbursement is provided for travel between worksites. Any mileage from an employee's home to a worksite is considered a personal commuting expense and will be deducted from the total reimbursement in accordance with IRS guidelines. The system will automatically calculate eligible mileage based on the shortest route between worksites.
- **Meal Reimbursements:** Meal expenses are reimbursed based on the current Federal General Service Administration (GSA) per diem guidelines. The following reimbursement limits apply, including a maximum 15% tip. A detailed receipt is required for reimbursement.
 - Breakfast: Up to \$16.00 (Eligible timeframe: Midnight – 11:00 AM)
 - Lunch: Up to \$19.00 (Eligible timeframe: 11:01 AM – 4:00 PM)
 - Dinner: Up to \$28.00 (Eligible timeframe: 4:01 PM – 11:59 PM)
 - Incidentals: Up to \$5.00 per day (if applicable)
- **Cell Phone Reimbursements:** For eligible and approved positions, employees may be reimbursed for work-related cell phone use up to \$50 per month. A copy of the cell phone bill is required when submitting for a cell phone reimbursement.
- **Parking & Toll Reimbursements:** Employees will be reimbursed for any parking fees, tolls, and other related charges incurred during business travel if the original receipt for the charge is scanned and attached to the expense request. All original receipts must be scanned and attached to the expense request for reimbursement. Expense reimbursements can be submitted twice during the month, and approved reimbursements will be included on the next paycheck as non-taxable reimbursements if

Policy & Procedure

the supervisor approves the report prior to the time designated as the cut-off for the submission of payroll timecards.

Expense Submission:

Employees must submit an expense report within 90 days of incurring the expense. All expense reports must include original receipts and appropriate documentation. The expense report should detail the nature of the expense, the date, and the business purpose.

Violations:

Failure to comply with this policy may result in denying reimbursement requests.

Misrepresenting expenses or failing to follow this policy may result in disciplinary action, up to and including termination.

Updated March 1, 2025