

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Administrative

**POLICY NO:** 04-013

**SUBJECT:** Reimbursement of Expenses

**EFFECTIVE DATE:** July 1987

**Policy:**

It is the policy of Cottonwood, Inc. to reimburse employees for approved work related expenses including the cost of transportation, meals, lodging, turnpike tolls, parking fees and meeting registration fees, provided such travel is performed in the course of conducting agency business.

**Procedures:**

1. Every effort should be made to obtain an agency vehicle to conduct any business, unless otherwise specified by departmental practice. If the employee must use his/her own vehicle, mileage will be reimbursed at the IRS's business mileage reimbursement rate.
2. In order to be reimbursed for mileage expenses, a request must be submitted through the 'Expenses' section of Paycom. Provide the date, nature of the trip, starting and destination addresses, and total miles.
3. Receipts must accompany all other requests for reimbursement in order to be paid. A reimbursement request must be submitted - stating the date, type of expense and amount, and routed to the supervisor for approval. These reimbursement requests will shift to Paycom as capacity is built.
4. Reimbursements for meals purchased for one day trips will generally be limited to the amount stated on the receipt up to \$8.00 for breakfast, \$10.00 for lunch and \$12.00 for dinner or \$30.00 a day.
5. A check or cash may be issued prior to travel to cover a per diem amount. See policy 02-031.
6. The reimbursement request will be reviewed by the employee's supervisor, and the department director, who will examine the claim, approve and submit it to the Finance Department for final review. Approved requests submitted to payroll by the end of the pay period will be included on the next upcoming paycheck.
7. Any expense reimbursement over 35 days old may not be honored.