

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Residential

POLICY NO: 30-038

SUBJECT: Residential Reimbursement

EFFECTIVE DATE: September 1989

Policy:

Cottonwood, Inc. will reimburse employees for the expenses of recreational activities and meals eaten out provided that such activities are directly related to consumer choice. Reimbursement for transportation is as per Policy No. 04-013.

Procedures:

1. In order to be reimbursed for recreational expense, a Reimbursement Voucher must be submitted through the Paycom "Expenses" section. Requests should include the date, type and amount of expense.
2. Receipts must accompany all requests for reimbursement. No expenses will be paid without a receipt except for agency vehicle washings and mileage.
3. Reimbursements for meals will be paid at the amount stated on the receipt up to \$10.00 no more than one time weekly per site. Food and drink consumed during other activities are not reimbursable by Cottonwood, Inc. Exceptions may be granted by the Residential Coordinator.
4. Reimbursement requests will be viewed by the employee's supervisor and department director, who will examine the claim, approve, and forward it to the Finance Department for final approval. Approved requests submitted to payroll by the end of the pay period will be included on the next upcoming paycheck.
5. Employees are encouraged to submit requests in a timely manner. Reimbursement requests over 35 days old may not be honored.