



4015.1 Monthly Expense Report Reimbursement Policy

Effective Date: May 8, 2020

Approved by: Board of Directors

Policy:

Expense reports are primarily for the purpose of personal expenses. All other expenses for the regular operation of the school must be submitted through the Requisition Process. Expense reports must be preapproved by the appropriate supervisor and then submitted to the Executive Director for approval. The Executive Director's expense report must be approved by the School Board President/designee or Finance Manager. All expense reports must be submitted to the Accounting Department for issuance of check.

Definitions

Expense Report: Required document for requesting the issuance of a reimbursement check authorized by the Executive Director.

To be reimbursed for monthly expenses:

JCS, Inc. Employees

1. Login to the vendor program at <https://vendors.jcs-inc.org/admins/login>.
2. Create an "Expense Report" requisition.
3. Under "Vendor" select your name.
4. Complete the "Alternative Shipping Address" with your current mailing address.
5. Enter the description for each item you are requesting to be reimbursed. Do not separate the tax amount. For example: Book \$9.99 Tax 0.82, enter 10.81 for the "price", and don't check/select the "taxable" box.
6. Select the closest "budget string" from the dropdown list under "budget details". Note: All school employees other than JCS staff should be using the budget string from the dropdown list.
7. Upload your backup document and select "receipt". This needs to be an itemized receipt if you are paying with a credit card. There are restrictions on what can be reimbursed. For example: alcohol is an impermissible expense to be reimbursed.
8. Verify the amount you are requesting matches the total amount on the receipt you've uploaded.
9. Save, follow by Submit for Approval.

Supervisor

Review Expense Report for completion and accuracy and ensure expense items meet JCS rules:

- Supplies (when they cannot be purchased from company vendor)
- Hotel (pre-approval according to supervisor's guidelines)

- Phone (must have prior approval)
- Meals/food (company business per current IRS Diem rate)
- Car-rental (least expensive option and must have prior approval)
- Conference and training (must have prior approval)
- Air/travel (must have prior approval)
- Mileage (see mileage policy)

Executive Director

1. Executive Director expense reports will be approved by the school Board President/designee, or Finance Manager.
2. Once approved the Monthly Expense Report will be submitted to Accounts Payable for payment.

Original Policy 03/10/03
Revised Policy 03/09/07
Revised Policy 06/09/17
Revised Policy 05/08/2020