



### **Expense Reimbursement**

Employees must complete a detailed record of all expenses for which they seek reimbursement and submit an itemized receipts along with the expense record for reimbursement.

Reimbursement will be processed for items that are necessary and eligible expenses and are supported with complete and detailed documents. Requests with incomplete/unclear documents will be put on hold until complete information is received. Approved reimbursement will be paid out within a reasonable time following approval of the reimbursement request.

The organization maintains a meal reimbursement policy as follows:

Breakfast: \$10.00

Lunch: \$15.00

Dinner: \$34.00

The daily per diem is fixed at \$52.00. Any meal expenses exceeding the limit will be subtracted from the allowed per diem for the day and will not be eligible for reimbursement.

Alcohol is not reimbursed by the organization. For questions regarding eligible reimbursable expenses, please contact the Finance Department.

Mileage reimbursement for business travel is compensable at the annual Internal Revenue Service's standard mileage rate, which changes annually or from time to time.

The organization may need to modify its reimbursement policy and procedures, under certain circumstances. The Employees will be notified of changes made to the Expense Reimbursement policy or procedures.