



Series: Accounts Payable COA: FIN 2, 7
CFOP: NA
Procedure Name: Employee Expenses Reimbursement
Procedure Number: AP - 440
Revision #/Date: (1)10/01/06 (format revision 12/08)
Effective Date: 10/01/04
Applicable to: All CBCB Staff

SUBJECT: Employee Expenses Reimbursement

PURPOSE: To provide reimbursement to employees for out-of-pocket business and travel expenses.

PROCEDURE:

References

CBC Policies/Procedures: GOV-202, AP415, AP432
State Financial Assistance, Chapter 2006-30, Laws of Florida

Documentation and Regulations

- A. The Employee Reimbursement Voucher Other Than Travel form is used to request reimbursement for out-of-pocket business expenses. This form should be used for costs incurred while engaged in official activities or responsibilities.
- B. In accordance with Internal Revenue Service regulations, employees are required to record business mileage as incurred and maintain documentation. CBCB is required to obtain this documentation from the employee before issuing the reimbursement payment.
 1. The information shown on the Employee Travel Reimbursement Form serves as the mileage log and needs to be filled-out completely and accurately.
 2. The Employee Travel Reimbursement Form must be submitted to the Accounting Department within 4 working days after the end of the month. If the form is not submitted within 30 days following the end of the month, request for reimbursement may be denied.
 3. The form must be completely filled-out, supported with original receipts, and signed by the authorized supervisor. Incomplete forms will be returned for correction before payment can be made.
- C. Travel covered under contracts with the State of Florida must be reported on the State of Florida Voucher for Reimbursement of Travel Expenses form. All applicable columns and rows must be completed in detail, including the authorized supervisor and director's signature, title and the date. The Employee Travel Reimbursement form is an approved version of the State's form.

D. Reference also the fiscal procedures listed above.

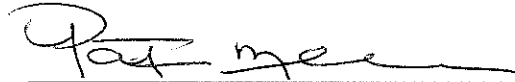
Business Meetings

When the primary purpose of a meal is for conducting CBCB business and other individuals are included, the names, business affiliation and purpose of the meeting/meal must be provided. The approval and reimbursement for this expenditure will be made on the Reimbursement Voucher – Other Than Travel form. This meal claim is not subject to individual meal limits. An original itemized receipt for the business meal must be provided that lists all the participants of the business meal (CBCB staff &/or Non-CBCB staff).

Please note that no alcohol may be included in the claim and only CBCB staff with budget authority & funding for Business Meetings can incur expenditures for this type of transaction.

Funding established by State Financial Assistance, Chapter 2006-30, Laws of Florida.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 1/16/09