

## PROCEDURE

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**Series:** **Accounts Payable** **COA: FIN 2, 7**  
**CFOP: NA**

**Procedure Name:** Employee Expenses Reimbursement  
**Procedure Number:** AP- 440  
**Reviewed Date:** 2/25/13, 1/11/22  
**Revision #/Date:** (1)10/01/06, (2) 07/18/13 (3) 10/21/15 (4) 3/29/2019  
**Effective Date:** 10/01/04

**Applicable to:** All Brevard Family Partnership (BFP FOA) Staff

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**SUBJECT:** **Employee Expenses Reimbursement**

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

**PROCEDURE:**

### References

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. Agencies are required to obtain this documentation from the employee before issuing the reimbursement payment. This form must be submitted to the Accounting Department in accordance with the monthly accounting calendar. From time to time there may be unforeseen circumstances that may cause a staff member to not be able to meet this deadline. In these rare instances, communication with the Accounting Department is essential in order to avoid being denied 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 in accordance with the accounting calendar each month. If the form is not submitted within 30 days following the end of the month, request for reimbursement will be denied.
  3. Reimbursements are paid on non-payroll weeks, according to the accounting calendar via EFT.
  4. 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 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 (Agency staff &/or Non-Agency staff).

**Please note that no alcohol may be included in the claim. Only staff with budget authority and funding for Business Meetings can incur business meeting expenditures.**

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

BY DIRECTION OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER:

PHILIP J. SCARPELLI  
President and CEO  
Brevard Family Partnership/Family of Agencies

APPROVAL DATE: 1/13/22