

Employee Expense Reimbursement

Reimbursement Request forms can be found on the Gladstone School District website under Employees/Forms. A PDF fillable form is available which performs the mileage calculation and totals the form.

The Employee Expense Reimbursement Form is to be used for:

Requesting reimbursement for approved mileage

- Mileage will be calculated at the IRS rate that is current at the time the mileage was incurred
- Enter the date, to/from destination, description of trip and number of miles driven
- Form must have account code, employee signature, and supervisors signature

Employees are discouraged from purchasing supplies with their personal funds and requesting reimbursement. Employees are to work with immediate supervisor or building/department to purchase supplies needed.

Requesting reimbursement for approved supply purchase

- Enter the date of each purchase
- Enter product information in the Description area of the form
- Enter the amount for each expense in the Other Expense column
- Attach receipt showing date, amount and place of purchase
(Reimbursement will not be processed without proper receipts)
- Form must have account code, employee signature, and supervisors signature

Requesting reimbursement for approved conferences/luncheons/mileage

- Enter the date of conference or luncheon
- Enter the name of the conference or luncheon in the Description area of the form
- Enter the amount of the expense in the Other Expense column
- Attach receipt showing date, amount and vendor
(Reimbursement will not be processed without proper receipts)
- Mileage – reimbursed at IRS rate and as follows:
 - **Home to conference** (e.g. Eugene – reimbursement shall be the lesser of employee’s work site to conference or home to conference).
 - **Conference to home** - reimbursement shall be the lesser of conference to employee’s work site or conference to home
- Form must have account code, employee signature, and supervisors signature

Requesting reimbursement for prescription reimbursements (Only employees hired before July 1, 2013 are eligible for reimbursement)

- Enter the date of prescription
- Enter the name of the person and prescription number in the Description area of the form
- Enter the amount of the prescription in the Other Expense column
- Maximum reimbursement: 30 day supply =\$20.00
 90 day supply =\$60.00
- Attach pharmacy slips showing patient's name, prescription number and amount paid
- For confidentially, **the drug name should be blacked out**. Sales slip will not be accepted. (Reimbursement will not be processed without proper receipts)
- Request form and receipts may be scanned and emailed to belozerd@gladstone.k12.or.us
- If using a paper form to request reimbursement, staple receipts to form. If you have a large amount of receipts, please put the receipts in an envelope and attach the envelope to the reimbursement request
- Form must have account code and employee signature. Only prescription reimbursements do not need supervisor approval or account code.

No reimbursement will be made without receipts listing the items or services purchased, except for mileage and metered parking.

Employees are required to submit signed reimbursement requests in a timely manner. Normal travel, expense, and prescription reimbursements may be submitted at the end of the month in which the employee is claiming an allowable expenditure. All reimbursement requests for a fiscal year (ending June 30) shall be submitted by the following July 31. Any reimbursement requests received by the business office after this date will be denied.

Reimbursement Request Process

- Employee will submit a signed Reimbursement Request form according to building/program procedures, with appropriate receipts attached. Prescription reimbursements do not require building/program approval and shall be sent directly to the accounts payable clerk.
- Approved requests will be forwarded to the Dee Ann Belozer, Accounts Payable Clerk, for further approval and processing. Requests not signed or without appropriate receipts will be returned to the employee.
- Reimbursement will be paid semi-monthly on the 15th and the last working day of each month. When the 15th is a Saturday or Sunday, reimbursement will be paid on Friday or Monday, respectively. The cutoff date for approved requests to be received by the accounts payable clerk is the 7th for payments made on the 15th and the 23rd for payments made on the last day of the month.
- Reimbursements will be made through the automated electronic deposit process
- The day prior to the deposit, the employees will receive an automated email showing the amount to be deposited into the employees account