

Gladstone School District

Employee Expense Reimbursement

Employees are asked to not purchase supplies and other district related expenses with their personal funds and requesting reimbursement. Employees are asked to work with their immediate supervisor or building/departament administrator to purchase needed supplies. However, there are occasions when it is necessary and there are some expenses which are deemed “reimbursable expenses only” by policy or contract (i.e. travel related expenses, professional development expenses, tuition, medical reimbursement). To request reimbursement, an employee must complete the “Employee Expense Reimbursement Form” which is available via the Gladstone School District website under Employees/Forms. A PDF fillable form is available as well.

Request for reimbursement for travel, supplies, conference, or luncheon must be submitted to the Business Office within thirty (30 days) of incurring the expense or it will be denied. Request for reimbursement for prescriptions must be made within sixty (60) days of incurring the expense or it will be denied.

The Employee Expense Reimbursement Form is to be used for:

- **Requesting reimbursement for approved mileage in District**
 - Mileage will be calculated per contracts using the IRS rate that is current at the time the mileage was incurred
 - To qualify for reimbursement, employees must include the date of the travel, the “to” and “from” destinations, description of the purpose for the trip, and the number of miles driven
 - The Employee Expense Form must also have an account code, employee signature, and the supervisor/administrators signature for approval of the travel expense

- **Requesting reimbursement for approved conferences/luncheons/mileage**
 - To qualify for reimbursement, employees must include the date of the conference or luncheon, the name of the conference or luncheon in the Description area of the form, and also enter the amount of the expense in the “Other Expense Column”
 - Employees must attach the detailed receipt showing the date, amount, items purchased, and vendor (*Reimbursement will not be processed without proper receipts.*)
 - Mileage for travel to and from will be reimbursed at the IRS rate that is current at the time the mileage was incurred and as follows:
 - **Home to Conference-** (e.g. Eugene Conference- 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
 - The Employee Expense Form must also have an account code, employee signature, and the supervisor/administrators signature for approval of the travel expense

- **Requesting reimbursement for prescription reimbursements (see contracts for eligibility terms)**

- To qualify for reimbursement, employees must enter the following information on the expense reimbursement form-
 - date of prescription
 - name of the person and prescription number in the “Description” area of the form
 - amount of the prescription in the “Other Expense” column
 - attach the pharmacy slips showing the patient’s name, prescription number, and “out of pocket” expense paid
- For confidentiality, **the drug name should be blacked out**. Sale slips will not be accepted. (Reimbursement will not be processed without proper receipts.)
- Request form and receipts may be scanned and emailed to maiers@gladstone.k12.or.us
- If using a paper form to request reimbursement, staple receipts to the form. If you have a large amount of receipts, please put the receipts in an envelope and attach the envelope to the reimbursement request
- Forms must include the account code and employee signature. Only prescription reimbursements do not need supervisor approval or account code.
- **Requesting reimbursement for approved supply purchase**
 - To qualify for reimbursement, employees must enter the following information on the expense reimbursement form-
 - Date of each purchase
 - Product information in the “Description” area of the form
 - Amount for each expense in the “Other Expense” column
 - Employees must attach the detailed receipt showing the date, amount, items purchased, and vendor (*Reimbursement will not be processed without proper receipts.*)
 - The Employee Expense Form must also have an account code, employee signature, and the supervisor/administrators signature for approval of the supply expense

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 request in a timely manner. All request for reimbursement, with the exception of prescription reimbursement must be submitted to the Business Office within thirty (30) days of incurring the expense. Prescription expense reimbursement must be received within sixty (60) days of incurring the expense. All reimbursement request for a fiscal year (ending June 30) shall be submitted by the immediately following July 31 of any given year. Any reimbursement request received by the business office after July 31 for the prior fiscal year will be denied.

Reimbursement Request Process

- Employee will submit a signed Reimbursement Request form according to the guidelines identified above for the specific type of reimbursement being requested

- Completed and signed forms are to be emailed or sent via district courier service to the accounts payable clerk for further approvals and processing. Requests not signed or without appropriate receipts will be returned to the employee.
- Reimbursements 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 adjacent work day. The cutoff date for approved request 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 their employee account.