Area: Finance

Policy Name: Reimbursement of Expenses

Policy Statement: To ensure Salina Tech’s prosperity, the financial security and sustainability is a priority of the Institution’s governing body as well as Salina Tech’s administration. Good financial practices involve every area of Institution. All of the Institution’s program areas and operating units each have a unique and significant impact on Salina Tech’s financial position. These policies are in place to ensure the Institution's assets are protected now and in the future.

The College understands that employees may need to make College related purchases using personal funds. The College strongly encourages individuals to receive prior approval from the business office before making any purchase, however, purchases made using personal funds may be reimbursed without prior approval if the following policies are met. *Any and all expenses, regardless of merit, proof, or justification may be denied for reimbursement by the College. To ensure reimbursement is guaranteed, prior approval of expenses is recommended.*

Procedures: General Expenses
Any general expenditures purchased by an employee of the College that can be justified as an expense to the College will be reimbursed directly to the employee. An expense claim form must be filled out by the individual requesting reimbursement and approved by their supervisor. All expenses must be turned with proof of purchase. *Any and all expenses, regardless of merit, proof, or justification may be denied for reimbursement by the College. To ensure reimbursement is guaranteed, prior approval of expenses is recommended.*

Meals
In order for meals to be reimbursed, the employee must provide supporting documentation that the meal was business-related per IRS definition. Documentation of business-related includes date, location, topic of business discussion and attendees at the meal. *Note: if an employee is eating alone, no business could have taken place per the IRS definition; therefore, it cannot be a nontaxable reimbursement to the employee. For day trip and overnight travel expenses, see ‘Travel Expenses’ policy. Any and all expenses, regardless of merit, proof, or justification may be denied for reimbursement by the College. To ensure reimbursement is guaranteed, prior approval of expenses is recommended.*
Mileage Reimbursement
Employees using their own personal vehicles for College approved functions may request reimbursement for their mileage expense. Mileage reimbursement will be made directly to the employee at the current applicable IRS mileage reimbursement rate. In order for mileage to be reimbursed, a mileage reimbursement form must be submitted to the business office within 30 days. Any and all expenses, regardless of merit, proof, or justification may be denied for reimbursement by the College. To ensure reimbursement is guaranteed, prior approval of expenses is recommended.

Contact: Vice President of Administrative Services

Related Form(s): Expense Claim Form

Adopted: September 22, 2014

Updated: January 16, 2015