

Good Samaritan Health & Wellness Clinic
Policies and Procedures

Subject: Business Expense Reimbursement Policy #: 3.4

Prepared by: Revision #: 1

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3.4 Business Expense Reimbursement

In order for valid Center expenses to be reimbursed to employees or volunteers, the following conditions must be met:

- a.** The expense must directly benefit the operation of the Center;
- b.** The expense must be pre-approved by the Executive Director or authorized designee;
 - (1)** Pre-approval for incidental infrequent expenses must be obtained prior to each expense being incurred;
 - (2)** Pre-approval for recurring expenses (such as replenishment of necessary supplies) can be obtained on a standing basis to cover an indefinite period of time.
- c.** Reimbursement requests must be submitted to the Treasurer's Office within 60 days of purchase using the currently approved form.

Purchases involving direct billing from the supplier to the Center must also follow steps (a) and (b) above.

Employees and volunteers who have occasion to drive their personal vehicles on Center business and wish to be reimbursed for mileage should follow steps (a) and (b) above as it pertains to incidental or recurring business travel. Mileage reimbursement rates will be based on IRS guidelines. No request should include miles from home to the Center or vice versa. Mileage reimbursement requests must be made at least monthly and should include supporting documentation including the date, business reason for the trip, and the number of miles claimed. (Also see policy # 1.17) The request should be made using the currently approved form. The employee/volunteer is responsible for creating and maintaining any records necessary for tax audit purposes.