

# Fiscal Services Personal Non-Travel Reimbursement Policy and Procedures

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## PERSONAL NON-TRAVEL REIMBURSEMENT POLICY

### PURPOSE

To enable reimbursement for the pre-approved personal procurement of District related goods and services. There are two types of transactions that require the use of the Personal Non-Travel Reimbursement Request Form.

1. Most non-travel reimbursements are processed in a conventional manner through the Requisition/Purchase Order process. The Purchase Order often is an *open* one that remains open throughout the current year. This form should be used to request any partial reimbursements associated with the Purchase Order throughout the year.
2. There are occasions when materials are needed immediately, on a time-sensitive basis, or when a vendor does not accept a purchase order. In these emergency situations, a written or verbal approval should be obtained prior to the purchase.

These expenses can be originally paid out-of-pocket by the employee and then reimbursed by the district. A [Personal Non-Travel Reimbursement Claim Form](#) may be used to request reimbursement for purchases with or without a Purchase Order.

### BASIC GUIDELINES

All reimbursable purchases must have a detailed **original** receipt that does not include any personal purchases.

1. Receipts should be affixed to the back of the form or on another full sheet of paper that is attached to the form.
2. All personal non-travel reimbursement requests must be submitted within 20 days of the purchase. If you are purchasing frequently throughout the month. The reimbursement should be submitted within 20 days of the last day of the month.
3. All non-travel reimbursement requests and receipts must be signed off as “OK to Pay” by the budget administrator.
4. When purchasing food for an approved meeting, the meeting must be scheduled through the meal hour and must be of at least a 2 hour duration. The [Personal Non-Travel Reimbursement Request Form](#) should be accompanied by an agenda for the meeting and a sign-in sheet.

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## PERSONAL NON-TRAVEL REIMBURSEMENT FORM INSTRUCTIONS

### General Information

1. Enter Employee Information.
  - a. Name, Address, City, State, Zip
2. Enter the Budget Account Number(s).
3. Enter the Purchase Order number associated with the purchase. *(if applicable)*

### Individual Line Entry

1. Date of the Purchase: Enter the date you purchased the items.
2. Vendor Name: Enter the Name of the Vendor associated with the purchase.
3. Items Purchased: List the items purchased.
4. Purpose of Expense: Enter the reason that you purchased the item(s).
5. Amount of Expense: Enter the total for the purchase.
6. Total Amount Requested: The total will automatically populate.

### Approval Section

1. Budget Administrator Name (Print): Enter the Budget Administrator for the account line.
2. Save and Print the form.
3. Secure the approval signature of the
4. Sign and secure the signature approval of the Budget Administrator.
5. Send completed form to the Fiscal Services Office for processing.