

Employee Reimbursements

Employees may be reimbursed for limited, small purchases as follows:

- Expenditure should be preapproved by an authorized approver (e.g. principal or administrator). Where possible, principals and administrators should direct employees to utilize purchasing agreements for supplies, copying and printing, and other contracted services before approving reimbursement for purchases from other vendors.
- Schools may not pay employees for personal services using Student Body funds or through an expense reimbursement request; employees providing services must be paid through payroll.
- Reimbursement is limited to \$250 per month from all District resources, including Student Body funds. Exceptions to this limit must be approved by Financial Services before reimbursement is made (attach e-mail with approval to the *Expense Reimbursement Form*).
- Purchase must comply with district purchasing rules and finance policy and procedures.
- District staff should not benefit personally from purchases (e.g. cash-back for purchases on personal Costco card) unless this is explicitly allowed in their employment contract with the District (per Oregon Ethics Law).
- Reimbursement should be submitted and paid through Financial Services within 60 days of when the expenditure was incurred. Per IRS requirements, employee reimbursement requests that are submitted more than 60 days following the expenditure will be considered **TAXABLE INCOME** to the employee.
- Personal cell phone expenses are generally not reimbursed. Employees who are required to utilize a cell phone as part of their job will either be issued a District cell phone (for use during work hours) or receive a monthly cell phone stipend.