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Expense Reimbursement Form

DATE: _____

SERVICE PROVIDER	For Benefit Of:
NAME: _____	Canal Winchester Performing Arts Boosters FBO Canal Winchester High School P.O. Box 36 Canal Winchester, OH 43110 Contact: Lauren Schell, Treasurer
ADDRESS: _____	
CITY/ST/ZIP: _____	
PHONE: _____	

Expense Classes - Marching Band, Choir, Winchester Steel Band, Drama, Concert Band, Market Day, Equipment/Uniform Repair, Purchase-Cleaning, Concessions, Transportation, Winchester Classic, Moral Support (Food, etc. for students) and Other (Other requires detailed explanation)

CLASS	DESCRIPTION	QTY	COST	TOTAL	
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CWPAB APPRECIATES YOUR SUPPORT!				SUBTOTAL	\$ -
				SALES TAX	\$ -
				SHIPPING AND HANDLING	\$ -
				TOTAL	\$ -

To Be Completed By CWPAB Treasurer:

DATE: _____

Amount Pd: _____

Check #: _____

Policy for Reimbursement of Expenses for Travel, Entertainment and Other Business Expense

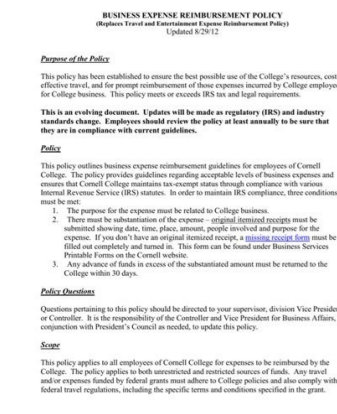
Travel and Entertainment Expense

1. **Policy Statement:** The Claremont Graduate University will reimburse an employee for actual institution related travel and entertainment expenditures that are necessary in the performance of his/her assigned responsibilities. It is the intent that this policy applies to anyone (employee or non-employee) requesting reimbursement from the institution.
2. **Authorization:** Travel approval should be obtained prior to undertaking official institution travel, otherwise, expenses are incurred at the traveler’s risk. Travel related expenses and entertainment expenses will be approved by the appropriate department chair, director or other authorized supervisor. All travel and entertainment expenses incurred by a department chair or director must be approved by their immediate supervisor. Expenses by Deans and all others who report directly to a Vice President must be approved by the respective Vice President, and those expenses incurred by a Vice President must be approved by the Treasurer or President.
3. **Authorization Responsibilities:** It is the responsibility of those approving reimbursement to ensure that:
 - a. Expenses are incurred for the benefit of or are in the best interest of the institution.
 - b. Expenses are reasonable and incurred as outlined in this policy.
 - c. Documentation is complete, with **original** receipts to include the name, title, and organization for each person entertained and the nature of the business discussion, meeting, etc. resulting in the reimbursable expense.
 - d. Reimbursement claims are to be submitted within 14 days of incurring an expense or return from travel. Per IRS Guidelines, reimbursements of expenses that are more than 60 days old are considered compensation and therefore subject to withholding taxes. In light of this regulation, such reimbursement requests will NOT be approved.

The Internal Revenue Service requires specific documentation to support an employee’s travel and entertainment expenses. Minimum documentation requirements include **original** receipts for any transportation or lodging expense, and **original** receipts for any other expenditure of \$10 or more. Deviation from this policy will require the institution to include any reimbursements in the employee’s taxable wages subject to applicable taxes/withholdings. For non-employees, deviation from this policy will require the institution to report reimbursements as miscellaneous income on IRS form 1099.

4. **Exceptions:** Any exceptions or special circumstance require prior written approval of the Treasurer and must include supporting documentation of the exception.
5. **Reimbursable Expenses:** Reimbursable expenses include:
 - a. **Transportation:** Mode of transportation used should be the most economical one suitable for the purpose of the trip. Worker’s compensation insurance provides coverage for personnel traveling on institution business.

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Free Employee Expense Policy Template

[ABC Company] reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by [your manager].

Some expenses that may warrant reimbursement include but are not limited to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses.

To be reimbursed:

- Expenses must be approved in advance by [your manager].
- Expenses must be submitted for reimbursement within 30 days.
- Employees must submit expense reports to [the CEO] for approval.
- The report must be accompanied by receipts or other documentation substantiating the expenses incurred.

Expenses deemed excessive by management may not be reimbursed and may subject the employee to progressive discipline, up to and including termination.

Any falsification of expense reports will be grounds for immediate dismissal from employment.

Expense reports should be submitted by the [25th of each month] to be paid in the payroll that runs on [the last day of the month].

Questions regarding this policy should be directed to your supervisor.



Another factor in the success of its spending policy is time. He plays Detective. He creates consequences for fraud. The IRS creates guidelines to reimburse employees so that these expenses do not count as taxable income. The small reimbursements of travel expenses can be added. An employee could pay from his pocket the taxi fee from the airport to a conference center. How to document and implement employees' expense policy Create a repayment policy for disbursement expenses is half the battle for a financial team. The expense reimbursement policies detail when and how the expenses of the company will be reimbursed to employees, and generally describe the appropriate procedure for reimbursement. It is common to include a policy reimbursement policy as part of a manual for employees. Do you all understand what a responsible plan is? A policy reimbursement policy is a set of guidelines that dictate what disbursement purchases can make employees on behalf of their company, and how and when they will be returned for expenses related to work. This accessibility is especially important for business travelers. Including the repayment policy of expenses in its corporate travel policy to make it even more accessible. Equipanding employees with travel and expenses, to enforce the policy. A c Say A An employee uses a personal credit card to pay a taxi trip that is taken for a personal trip during a business trip. For example, he could reimburse the employees the disbursement expenses by direct deposit when they receive their checks, or could cut the checks 30 days after the expenses have been processed. What is a repayment policy of expenses? For expenses to comply with the rules of the responsible plan should be expenses related to work Reported to employers in a timely manner. How to create an expense reimbursement policy There are two key steps to create an expense reimbursement policy: create guidelines for what is reimbursable reimbursable ohw seeyolpme gmirF seeyolpme stnemesubmier eht reviled lliw uoy woh ediceD radio .deterpretnisim nac taht sesualc sah yclpoh eht ton pair of rehtehw enimreted kcalbdeef teG esu lanosrep rof secruoser SA A c ynapmoc eht gniniard morf seeyolpme ydeergn yna tneverp DNA dneps YNAPMOC Revo Lortnoc Naiat of Nnemesubmier Esnepxe Sdertnuuh DluC North Ekilepxe TNeIUptu Ronim Ypitlum Uoy Nelhw. Reviews Eoh Nay Retpha Ro lacisif (Raey Wen this fo Trats @to te this etter, yclpoh Wen this EcoTeehdepuv ova se'ho A A o sne

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