

	PROCESSES AND PROCEDURES		
	SECTION TITLE	NUMBER	PAGE
	Employee Reimbursements	1	
	Director	DATE updated	
Dorothy Menefee	11/16/2014		

Employee Reimbursements

1. Processed without Purchase orders
2. Payee must have a vendor number in the system
3. Submitted with an Employee Cover Sheet
4. Must have all proper approvals
5. Grant funded reimbursements require signatures from State and Federal Programs

Include Reimbursement for:

1. Supplies
2. Travel
3. Tool Allowance
4. Tuition Reimbursements