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### **Administrative Procedure # A -E -1**

**Subject:** Employee Reimbursements

**Effective Date:** July 1, 2014

**Procedure Statement:**

To provide direction to reimburse employees for expenses they incur on behalf of the department that do not qualify as a Travel Reimbursement.

**Procedure:**

1. Purchased items bought with personal funds must have a receipt or invoice showing payment to vendor.
  2. Employee will turn in receipt so that a voucher may be issued.
  3. Create voucher as per the attached example (Sample Reimbursement Voucher.)
  4. Vouchers must include Vendor ID#, Employee Name and Address. Ensure correct account codes are used. Always assign an invoice number, type in preparer's name in Prepared By and always have approval signature by supervisor.
  5. Submit voucher and all receipts to accounts payable.
  6. Keep a hard copy of voucher and receipts/invoices in site budget files for audit purposes.
- **NOTE:** Employee is responsible for going into PeopleSoft Self Service and adding to/updating or setting up their PeopleSoft Vendor ID#. Click on this link to download instructions:  
[http://sao.georgia.gov/sites/sao.georgia.gov/files/related\\_files/site\\_page/ESS\\_EmployeeExpenseReimbursement\\_2012.pdf](http://sao.georgia.gov/sites/sao.georgia.gov/files/related_files/site_page/ESS_EmployeeExpenseReimbursement_2012.pdf)
  - **NOTE:** DO NOT reimburse through any other means other than Regular Voucher (For example, no petty cash checks)
  - **NOTE:** Reimbursement should be made minus sales tax. Georgia code 48-8-3 exempts the State or any department of the State from paying sales tax.

**Attachments:**

Attachment 1 – Sample Reimbursement Voucher