

Expense Reimbursement		Procedure Synopsis
ADMIN 003		
Date:	September 24, 2001	
Revised:	April 30, 2015	
POLICY:	Improvement Interactive, LLC reimburses reasonable expenses incurred during the performance of company business, as long as an accurate report, with expense receipts has been filed.	<ol style="list-style-type: none">1. An Expense Reimbursement Form must be completed and turned in with receipts.<ol style="list-style-type: none">1a. Expense Reimbursement Form location.1b. Receipts1c. Turn in all paperwork to the Accounting Manager2. Reimbursement Requests must be turned in within 10 days of receiving the bill or returning from a trip.3. Travel Reimbursements need prior authorization.<ol style="list-style-type: none">3a. Mileage reimbursements3b. Per diem reimbursements4. Long Distance<ol style="list-style-type: none">4a. Long distance reimbursement rate4b. Cellular reimbursements5. An Expense Reimbursement Request must be turned in 5 days prior to a check run to be included.6. Expense Reimbursement Audit
Procedure:	<ol style="list-style-type: none">1) An Expense Reimbursement form is to be completed listing each expense. A receipt for each expense must be turned in along with the expense report.<ol style="list-style-type: none">a) The Expense Reimbursement form can be found in the following location: Dropbox (i3) → IICorporate → Forms.b) Each expense must have a receipt - any expense without a receipt will not be paid.c) Expense Reimbursements are turned in to the Accounting Manager.2) Expense Reimbursement must be turned in within 10 days from receipt of the bill or within 10 days upon returning from a trip. Anything turned in after that time will not be paid.3) Travel Reimbursements. All travel must be approved by your supervisor or the accounting manager prior to the trip.<ol style="list-style-type: none">a) Mileage will be reimbursed at the standard government rate. Refer to the U.S. General Services Administration for rate updates – www.gsa.gov.<ol style="list-style-type: none">i) Out of town employees attending optional company meetings must get prior approval from the HR Manager to travel to the meeting. If approved, mileage will be reimbursed at half the normal rate.b) Expenses can be turned in for reimbursement using an Actual Cost Method or a Standard Allowance Method (Per Diem).<ol style="list-style-type: none">i) The actual cost method requires you to keep all receipts to be turned in with your expense reimbursement request.<ol style="list-style-type: none">(1) Only that which has a receipt will be reimbursed. Anything on the reimbursement request without an accompanying receipt will be turned down for reimbursement.(2) Expense reimbursements cannot be in excess of the average costs for the area.ii) The standard meal allowance method (Per Diem) is an alternative to the actual cost method. It allows you to deduct a set amount depending on where and when you travel, instead of keeping records of your actual costs.<ol style="list-style-type: none">(1) Per Diem will be paid for each day on the trip including travel days, at the prevailing rate for the location visited. Refer to the U.S. General Services Administration for rate updates – www.gsa.gov. You will be reimbursed for Standard Meal allowance, which is a standard amount for your daily meals and incidental expenses. Incidental expenses include, but are not limited to, your costs for the following items:<ol style="list-style-type: none">(a) Laundry, dry cleaning and pressing of clothing.(b) Fees and tips for persons who provide services, such as food servers and luggage handlers.(c) ATM fees.(2) If reimbursement is requested for amounts in excess of the standard meal allowance, receipts must be provided and an explanation of the increased expense will be required.4) Expense Reimbursements: Prior to purchase, approval must be obtained from your supervisor or the Accounting Manager to be reimbursed for expenses.<ol style="list-style-type: none">a) Long Distance charge reimbursement will be limited to 7.5 cents per minute. Anything above 7.5 cents will not be paid.b) Cellular Phone reimbursement charges will not be paid unless prior approval has been obtained	

	and use of the cellular phone is part of your duties in your employment at Improvement Interactive, LLC. 5) Expense Reimbursement must be turned in 5 days prior to a check run to be included in that check run. Cut-offs are the 10th and 25th of each month.				
Audit:	1. Once per quarter, Management will pull expense reimbursements and verify accuracy and full documentation (receipts) are on file. 2. The Accounting Manager will submit a report to Management each month verifying Long Distance rates for all phone accounts or expense reimbursements submitted.				
Receipt Acknowledgement (Signature)		Quarterly Review Acknowledgement (Initials)			
Printed Name:		Q1	Q2	Q3	Q4
Signature:		Initials:	Initials:	Initials:	Initials:
Date:		Date:	Date:	Date:	Date: