



Sandstone Housing

6200 Seagull NE, Suite B

Albuquerque, NM 87109

Phone: 505-821-0193

Petty Cash & Mileage Reimbursement Worksheet Policy

1. Each property is provided with a customized worksheet "Petty Cash & Mileage Reimbursement Worksheet"
2. Fill out the Petty Cash/Mileage Reimbursements
3. Mileage Reimbursements and Petty Cash Reimbursements are sent to Compliance Manager first for a signature, then sent to the Accounts Payable Department.
4. Scan and email, all receipts to the Accounts Payable Department for verification of any reimbursements being requested. Once the receipts have been received by the Accounts Payable Department, originals are to be shredded.
5. All Reimbursements are due at 12 o'clock, noon on the same Friday as Payroll Timesheets.
6. Mileage Reimbursements and Petty Cash Reimbursements will be paid on the following Wednesday.
7. Mileage reports or petty cash reports will only be cut early when authorized by the CEO.