

New Expense Report Policy

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Expense Reports

To request reimbursement, all authorized travel must be itemized on the expense report. Expense reports must be approved by your department manager, director or VP, and submitted either weekly or per trip completion. Expenses submitted beyond 45-days of expenditure, will not be reimbursed.

Employees are responsible for any delinquent charges incurred due to lateness of submitting an expense report. In addition, employees should always make and retain copies of submitted expense reports.

While it is preferable that all receipts be submitted, receipts are required for all expenses over \$25. Reimbursement for items or activities requiring receipts will not be