



EMPLOYEE EXPENSE REIMBURSEMENTS

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Policies Referenced: Travel Pay and UCP Personnel Policy Manual

I. Purpose

To identify the rules and procedures related to employee expense reimbursement.

II. Policy

It is the policy of UCP of Maine to reimburse UCP employees for approved expenses that are a direct result of their work for UCP. Eligible expenses may include mileage/travel, meal and other expenses. Please refer to the Personnel Policies Manual and the Mileage Reimbursement and Travel Pay for Hourly Staff policy for additional information on eligible expenses.

An Expense Report must be completed by staff requesting reimbursement of eligible expenses and must be submitted to the supervisor by 4:30 p.m. the day after the pay period ends. Receipts and other documentation to support the expense must be included with the Expense Report (if applicable). Expense Reports are created and submitted in Paylocity. Unless there is prior approval from the supervisor, employees are required to use the map within Paylocity to determine miles eligible for reimbursement.

A supervisor must review the Expense Report verifying all eligible expenses for payment and ensuring appropriate receipts and/or accompanying documentation is complete and attached to the Paylocity Expense Report. The supervisor is responsible for reviewing and approving the Expense Report by the end of the day on the Monday following the end of a payroll period.

All expense reimbursement will be paid by Direct Deposit into the primary account used by the employee for payroll direct deposits.

A late submission of an Expense Report is to be avoided. Expense Reports not submitted to Finance by the Monday deadline will be paid in the following payroll.. Expense Reports submitted more than two pay periods after the period the expense was incurred will not be reimbursed.



Scott Tash, CEO

11/15/21

Date