



## **EMPLOYEE EXPENSE REIMBURSEMENTS**

Date of Origin: 07/26/2017

Modification Date(s): 02/12/2019

Date of Last Review: 3/10/2020

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 (E-03) 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. An electronic signature/typed name is permissible on Expense Reports when sent by email to the supervisor as long as required documentation is also sent.

A supervisor must sign the Expense Report verifying all eligible expenses for payment and ensuring appropriate receipts and/or accompanying documentation is complete. The supervisor is responsible for delivering the Expense Report to Finance by the end of the day on the Monday following the end of a payroll.

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 next expense week. Expense Reports submitted more than two pay periods after the period the expense was incurred will not be reimbursed.

  
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Scott Tash, CEO

3-12-2020  
Date