

Town of Natick

Employee Expense Reimbursement Policy

Detail of Procedures Section of Accounts Payable Policies

The purpose of this document is to detail the process all Town of Natick employees must follow to be reimbursed for allowable out of pocket expenses and mileage.

Anyone not adhering to these procedures will have expense and/or mileage reimbursement requests rejected beginning 7/1/16.

Beginning immediately, you must use the form titled "Town of Natick Expense Reimbursement Voucher" to request reimbursement of expenses and mileage. If you have submitted for reimbursement requests in the past, you have a vendor number that must be listed on this form. If you have not submitted for reimbursement in the past, please request a vendor number from the Comptroller's office.

Please also see the attached alert from the Division of Local Services as to what types of expenses are considered appropriate municipal expenditures under State finance guidelines. ***If the expenses you are requesting reimbursement for do not fall within these guidelines, you will not be reimbursed.***

A sample reimbursement request form is filled out and attached with this policy. In addition, some examples of appropriate receipts are attached for your reference.

A. Out of Pocket Expenses: (Excludes Mileage-See Item "B" Below)

These expenses may include, but are not limited to:

- 1) Meals
- 2) Supplies
- 3) Equipment
- 4) Parking
- 5) Tolls
- 6) Postage
- 7) Hotel Stays
- 8) Flights

All out of pocket expenses must be supported by DETAILED receipts with the exception of tolls and some parking. Some examples are as follows:

- a) If you are using EZ Pass, you may submit for the toll paid via a note on the expense reimbursement voucher indicating the amount paid, the date paid and the purpose of the trip.
- b) If you park in a garage, or pay at a kiosk, you will receive a receipt. You must provide that receipt to be reimbursed for parking indicating the date and also list the purpose of the parking.

- c) If you park at a meter, you must note on the expense reimbursement voucher, the amount you paid at the meter, the date you paid for the parking and for what purpose you were parked at the meter.

All other expense requests must have receipts that are itemized by line as to what was purchased. This rule applies whether you purchased a meal or some type of supplies and/or equipment. **Please get a dated, detailed, readable receipt for all purchases.**

Some payment examples are:

- a) If you pay by your own credit card, rather than cash, you still need a detailed receipt to support your request for reimbursement. ***A copy of your charge card statement alone is not enough support to be reimbursed.***
- b) If you use a Town credit card, you must still provide a detailed receipt to support what you charged. ***Your use of the Town card may be revoked if you do not provide the proper back-up.***
- c) If you eat a meal at a hotel where the total bill is charged to your hotel bill, you must provide a detailed receipt for your meal to support the meal charge on the hotel bill. The same rule applies for any other incidental expenses billed to your room.
- d) If you elect to go to a conference and then stay in that location for extra days of vacation, and you are submitting a request for a hotel stay for a conference, please attach your registration confirmation for the conference. You can only be reimbursed for the nights you needed to stay at the hotel to attend the conference

PLEASE NOTE THAT THE FOLLOWING WILL NEVER BE REIMBURSED:

- 1) Alcohol
- 2) State Sales Tax (except for meals and hotel/motel occupancy taxes and fees)

B. Mileage Expenses:

On the bottom of the "Expense Reimbursement Voucher" there is a section for filling in your mileage reimbursement request. The form already has the allowable IRS mileage rate pre-set and will auto-calculate your reimbursement when you fill in your mileage.

IMPORTANT: If you drive to another city or town, on work related business, you may only take mileage for the difference between the length of that trip less what the normal round trip for your commute to work in Natick is. If you are driving a shorter distance to attend a work related meeting/conference, then you would drive to work, you are not eligible for reimbursement.

You may print out google maps mileage, or the like, to support your mileage reimbursement requests. This would be particularly helpful for out of State travel.

Examples:

- 1) Your normal commute to work in Natick is 28 miles round trip. On 7/1/16 you drive 20 miles round trip to attend a conference. You are not eligible for any mileage reimbursement
- 2) Your normal commute to work in Natick is 28 miles round trip. On 7/6/16 you drive 68 miles round trip to attend a conference. You are only eligible to be reimbursed for the difference of 40 miles.

If you work at any town department, you may not submit for mileage to travel from one town office to another regardless of the purpose of the travel.

How to List your Mileage for Reimbursement:

On the expense request voucher, please list the date you travelled, the reason you travelled and how many allowable miles you drove round trip. Please see the sample reimbursement request form for more detail.

Deadlines for Submission of Reimbursement Requests

PLEASE SUBMIT FOR REIMBURSEMENT OF YOUR EXPENSES AND/OR MILEAGE AS QUICKLY AS POSSIBLE. THIS IS PARTICULARLY IMPORTANT AT THE END OF A FISCAL YEAR. IF YOU DO NOT SUBMIT FOR REIMBURSEMENT OF YOUR EXPENSES ACCORDING TO THE WARRANT DEADLINES, PER THE COMPTROLLER'S YEAR END LETTER, YOU WILL NOT BE REIMBURSED. WE CANNOT PAY FOR A PRIOR FISCAL YEAR'S EXPENDITURES OUT OF THE NEXT FISCAL YEAR. BE SURE YOU ALWAYS CUT OFF YOUR REIMBURSEMENT REQUESTS AS OF JUNE 30 OF EACH YEAR.

Note: This procedure document, the DLS Alert on proper municipal expenditures, and the blank check request voucher form can all be found on the Town of Natick's web site under a link from the Comptroller's web page.

If you are ever unsure of whether your planned out of pocket expenditure will be allowable for reimbursement, please check with anyone in the Comptroller's office.

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V. Cahill

Comptroller