

ORINDA UNION SCHOOL DISTRICT

Orinda, California

Employee Reimbursement Process

Reimbursements are for EMPLOYEES only. Employees who anticipate incurring expenses on behalf of their classroom, should follow the following procedures to avoid problems with the processing of their reimbursement request.

- All purchases/expenses must have **PRIOR** authorization in the form of a Purchase Order (PO)
- The PO must be generated **BEFORE** expense is incurred
- The PO can be made payable in the name of the employee or vendor of choice
- The PO can be issued as an open PO with a “not to exceed” amount
- The PO is approved by the employee supervisor/Principal and the District Office (Director of Business Services)
- All reimbursements must be completed within the fiscal year in which the purchase occurred

Required Documentations for Employee Reimbursement - General

- An approved PO generated **PRIOR** to the date of purchase
- **Original** (copies not acceptable) **itemized invoice or receipt** showing \$0 due for all expense reimbursements. **No Exceptions.**
- An **Employee Reimbursement form** signed by the claimant and supervisor
- All orders (online included) intended for classroom/school use must be shipped to and received at the school address as well as referencing employee name as the purchaser.
- Purchases made with gift cards, gift certificates, store rewards or store credit **will not** be reimbursed. **No Exceptions.**
- For all items ordered (books, instructional materials, or equipment), **proof of delivery** in the form of a packing slip is required
- Payment processing of reimbursement requests will take about two weeks as the check is issued by the County Office of Education.

The County Office will not approve the following items unless used for Instructional Purposes and described in detail:

- Flowers
- Candy
- Greeting Cards
- Gift Cards
- Rewards not authorized by Board Policy

Requirements for Employee Travel & Conference Reimbursement

An **Employee Reimbursement Form** signed by the claimant and supervisor. **Please include or attach the following items:**

<ul style="list-style-type: none">❖ Mileage<ul style="list-style-type: none">➤ Date of travel➤ Purpose of travel (conference attended, meeting, etc.)➤ If for a conference, then copy of conference registration PO➤ Number of miles traveled➤ Mileage rate based on IRS rate and adjusted annually on July 1❖ Lodging<ul style="list-style-type: none">➤ Copy of conference registration PO <p>NOTE: Some conferences may need curriculum approval prior to registration.</p> <ul style="list-style-type: none">➤ Original itemized invoice or check out receipt showing:<ul style="list-style-type: none">▪ names(s) of employee(s)▪ Proof of payment (final check out document with \$0 balance)▪ Absolutely no in-room charges	<ul style="list-style-type: none">❖ Meals (per OUSD AR 3350)<ul style="list-style-type: none">➤ Receipts for meals are NOT required➤ For travel of less than 24 hours, a per diem meal allocation will be paid as follows:<table style="margin-left: 20px;"><tbody><tr><td>Breakfast (travel beginning before 7 am)</td><td>\$10.00</td></tr><tr><td>Lunch (travel beginning before 11 am)</td><td>\$13.00</td></tr><tr><td>Dinner (travel beginning before 5 pm)</td><td>\$25.00</td></tr></tbody></table>➤ For travels in excess of 24 hours Per Diem will be paid at \$48.00 per day➤ Alcohol is not reimbursable (ED. Code Section 32435)❖ Material purchased while attending conference<ul style="list-style-type: none">➤ Original itemized invoice or receipt showing payment/\$0 balance due❖ Other transportation (i.e. air, cab, bus, rapid transit)<ul style="list-style-type: none">➤ Original passenger receipt showing date of travel, rate & amount paid	Breakfast (travel beginning before 7 am)	\$10.00	Lunch (travel beginning before 11 am)	\$13.00	Dinner (travel beginning before 5 pm)	\$25.00
Breakfast (travel beginning before 7 am)	\$10.00						
Lunch (travel beginning before 11 am)	\$13.00						
Dinner (travel beginning before 5 pm)	\$25.00						

Please keep copies for your records. The reimbursement process will take about two weeks for a check to be issued by the County.

Questions? Please call Tracy Gaines @925-258-6211 or Ardis Atkins @ 925-258-6214