

Reimbursement Best Practices

Submit complete, intact, original documentation.

From an auditing standpoint, we absolutely should not approve a reimbursement if the receipt is incomplete, illegible, or substantially altered in any way. An item could have been voided; an item could have been returned; the receipt could be three years old. All of these are important when it comes to reimbursing staff.

Submit a photo copy of the original receipt document along with the original.

Many cash register receipts (including our check out receipts) are printed using thermal printers. Unfortunately, this is not a very stable medium for long-term storage. To make sure that we have a document that survives as long as we need it to, submitting a photo copy with the original helps us ensure that the receipt will be legible years from now.

Do not approve your own reimbursement request.

If you are requesting reimbursement for a purchase you made, please do not initial the designation sheet. No one is allowed to approve a designation sheet if they are receiving the check. Send it to Regional Office for the Administrative Services Librarian or the Director to initial/approve.

If you are making a substantial purchase, be sure to check with Regional first.

For instance: purchasing supplies for SRP actually hits your "Seasonal Programs" line. If you do not have money available in a particular funding line, there is a very good chance that the reimbursement will not be approved. You can avoid this by checking in with the Bookkeeper to determine your balance in "Seasonal Programs," for example, before purchasing prize books from Scholastic.

We (generally) do not reimburse/pay sales tax.

We are exempt from paying sales tax on the purchase of goods/services. A copy of our tax exemption certificate can be obtained from our Bookkeeper. The ONLY time that we can reimburse for sales tax is in the event of sales tax paid for lodging as part of work travel. (We are exempt from Hotel/Motel Tax in that situation but are not exempt from sales tax in that situation.)

Submit reimbursement requests within current fiscal year – by July 10th at latest.

Requests for reimbursement should be submitted in a timely manner. Certain requests, such as travel reimbursements, may be submitted periodically rather than each time travel occurs. For instance, travel can be reimbursed monthly, quarterly, or even semi-annually. All reimbursements should be submitted within the current Fiscal Year, however; if a reimbursement request is not received by July 10th of the following fiscal year, it will not be approved.