E-3d(4)   PROCEDURE   Expense Reimbursement

Filing Expense Claims (P-24)

- Attach P-17 when applicable for supervisor’s reference.

- Monthly claims should include expenses for the prior 30 day period itemized on the Expense Report (P-24) (receipts furnished as required by policy).

- Receipts must be the original documents and must be for the person, the place and the dates shown on the approved Request for Professional Leave (P-17). The supervisor should reference the P-17 to determine that the expenses claimed are appropriate.

- All items claimed for reimbursement for any one trip shall be included on the same expense claim.

Adopted Date: 07/15/1997; Revised 7/19/2011