

D-2d 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