

Expense Reimbursement

Employees are asked to complete a record of all expenses for which they seek reimbursement and to submit receipts along with the expense record for reimbursement. Reimbursement is made via check within two (2) weeks of receipt of the reimbursement request, if approved.

The Organization maintains a meal reimbursement policy as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$27.00

Alcohol is not reimbursed by the Organization.

Adopted 3/12/2019