

Washtenaw County Community Mental Health

**Business Expense Reimbursements- (policy)**

**PURPOSE:**

To establish a uniform policy for business expense reimbursements WCCMH employees. It is the intent of the WCCMH to compensate employees for reimbursable travel and other expenses in a timely and efficient manner with clear expectations and duties for all affected parties.

**POLICY:**

It is the policy of WCCMH to reimburse employees for reasonable and necessary expenses which are incurred in the ordinary conduct of legitimate county business.

**DEFINITIONS:**

Travel: Travel is defined as the daily mileage and parking expenses incurred during normal business operations. Mileage shall be reimbursed at current IRS per diem rates. Parking shall be reimbursed at face value of receipt or as indicated on the reimbursement form for metered parking.

Other Expenses: All costs incurred outside of normal daily operations travel, including meals, conference travel, necessary special accommodations, license renewals, other purchases, etc...are considered other expenses. All expenses falling in this category must be pre-approved, with the exception to license renewals. Please refer to the professional license renewals policy regarding qualifications and procedure for reimbursement. Conferences, related conference expenses, and all other purchases need to be preapproved and submitted to the Director of Operations. Refer to WCCMH Conferences, Workshops and Seminars policy for additional requirements.

Reimbursable Expenses: Allowable expenses that are incurred in the ordinary course of conduct of county business. Allowable expenses do not include items such as alcoholic beverages, parking fines, or moving violations. An expense is reimbursable only if submitted within 90 days.

**STANDARDS:**

- The WCCMH requires the submission of all reimbursable travel and other expenses by the 15th of the following month in order to accomplish timely payment to employees. This means that reimbursements need to be physically received in the Finance Department (not just in the mail) by the 15<sup>th</sup> of each month. Reimbursements which utilize the incorrect form will be sent back.
- In order to be included in the monthly processing, a reimbursement must:
  - Be properly approved or pre-approved if considered other expense
  - Have original documentation attached

- Be recorded on the appropriate form for the expense type
- Physically be received in the Finance Department by the 15<sup>th</sup>
- Be no more than 90 days old
  
- Failure to meet any one of the above requirements will result in a delay. The reimbursement would be included in a subsequent monthly processing after all requirements are met.
  
- All reimbursement requests at fiscal yearend must be received in the Finance Department by the last business day of October. Any request submitted after this date that relates to the prior fiscal year will be denied.

**REFERENCES:**

- Washtenaw County Policy: Travel
- WCCMH Policy: Conferences, Workshops and Seminars