



Capital School District

Board of Education Policy

Section: Business and Finance
Title: Personal Reimbursement Policy
Policy #: 300-13
Date Approved: 08/15/12
Date Revised: 05/16/12

Purpose:

To clarify procedures for obtaining personal reimbursement and comply with the State of Delaware's mandate concerning use of social security number.

Personal Reimbursements

All personal reimbursements must be submitted on state approved Personal Reimbursement Forms. The Personal Reimbursement Forms must be submitted to the Business Office no later than 30 days after the expense is incurred or 90 days after mileage is incurred. During the month of June all reimbursements must be submitted one week before the last business day of June. All personal reimbursement forms are to be signed by the employee's immediate supervisor. Original detailed vendor receipts are required for reimbursement. Credit card statements, vendor statements, printouts from the internet, and copies of detailed receipts are not acceptable.

The Social Security Number section on the Personal Reimbursement Form shall not be completed. Upon receipt of the Personal Reimbursement Form, the Business Office will obtain the Social Security Number from the payroll, HR, Benefits, or Vacation/Sick Leave Secretaries.

All Personal Reimbursement Forms must contain the specific source of funds that will pay for the expense. The specific appropriation for federal funds, other state special funds, or the specific cost center must be on the form. If this information is not on the form, the processing of the document will be delayed until the information is received from the supervisor.