



Reimbursement Guidelines

- **Reimbursements will not be processed without a signed expense form, client approval and valid receipts showing that the amount has been paid.**
- **DEADLINE: Monday 12:00 noon EST** for payment on Friday
- Valid receipts include: copies of cancelled checks, copies of money orders (must show amount and whom paid to), receipts showing original payment, credit card bills or bank statements showing the name of payee and amount paid to them. Credit card or online banking statements must show a full description of charges in order to be accepted. If the description is not included on the statement they are **NOT** valid receipts.
- Estimated charges or reservations are not valid receipts.
- Please refer to separate guidelines for Technology Reimbursements

Travel/Mileage

- On the expense form, mileage must show locations traveled “From” and “To” as well as the dates of travel and the total number of miles driven. **If you list all of these items, you do not need to submit any additional receipts.**
- If you traveled by air, you must provide dates of travel and complete itinerary showing dates of travel, cities and states of departure and arrival and total amount paid. Itineraries will only be accepted if in employee’s name.