

COCHRANE TEMISKAMING RESOURCE CENTRE

POLICY MANUAL: FINANCIAL SERVICES -- FINANCE

POLICY #: 12

Title: REQUEST FOR REIMBURSEMENT OF OUT-OF-POCKET EXPENDITURES	Page 1 of 1
Approval/Date December 2, 1996 (Revised Dec.11/08)	Last Revision: January 14, 2010
Issued by FINANCIAL SERVICES	Signed by Executive Director
For Use By ALL Departments/Sites	

POLICY STATEMENT:

As outlined in Financial Services -- Purchasing Policy #9; pre-authorized expenditures and emergency purchases made by staff members on CTRC's behalf will be reimbursed. This procedure is to be utilized for expenditures not exceeding \$50 per line item to a maximum of \$200 (before taxes) for total reimbursement.

PROCEDURE:

1. Refer to Financial Services -- Purchasing Policy #9 for the Method to be used in preparing and submitting a "Request for Reimbursement of Out-of-Pocket Expenditures" form.

Note: The "Request for Cheque/Direct Deposit" form will not be accepted as a substitute for the "Request for Reimbursement of Out-of-Pocket Expenditures" form.

2. The Director must ensure that the correct budget or account code is provided for each item on the request form, prior to submission to Financial Services.
3. Financial Services will issue payment by computerized direct deposit to the staff member requesting reimbursement. These payments will be batched with other direct deposit transactions by accounts payable.