

11.13 Business Expense Reimbursement

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to reimburse employees for expenses incurred in connection with the organization's official business.

Procedure:

Travel Expenses

Employees are eligible for travel expense reimbursement only after the travel has been authorized by the CEO/President.

Employees shall be reimbursed for actual miles driven using a personal vehicle while on official Licking/Knox Goodwill Industries, Inc. business. Mileage will be paid at the most recent rate approved by the Board of Trustees; such payment is considered to be reimbursement for all vehicle-related expenses. Employees assigned to a temporary worksite will be paid mileage for the distance from their assigned work site to their temporary worksite or, from their place of residence to their temporary worksite, whichever is shorter.

Miscellaneous charges, such as toll and parking fees, conference registration fees, etc., will be reimbursed upon submission of proper receipts. Meal expenses will be reimbursed at the discretion of the CEO/President or Director of Finance. Proper receipts are required for reimbursement. Employees are expected to limit expenses to a reasonable amount. Amounts considered unreasonable and therefore abusive to this policy may not be reimbursed.

Other Expenses

Reimbursement of civic club dues will be paid with prior approval of the CEO/President.

Reimbursement for business-related subscriptions will be paid with prior approval of the CEO/President.

Other business-related expenses must be approved by the employee's immediate supervisor.

See Policy & Procedure 11.12, *Cash Reimbursed Expenses* for reimbursement of retail store expenses.

Submission and Payment

All requests for reimbursement must be detailed using a completed and signed Expense Report. The employee must submit a proper receipt for each expense. Expense reports and receipts must be submitted to the CEO/President or Director of Finance by the third (3rd) day of the month. Payment will occur on or before the fifteenth (15th) of the month. Expenses less than \$5.00 will not be paid until more expense has accumulated or, sixty (60) days, whichever is first. Employees experiencing major out-of-pocket expenses may request reimbursement prior to the end of the month. Such expenses will be paid within ten (10) days of submission.

Expense reports shall be randomly audited for accuracy. If a material error is discovered, the employee's future expense statements shall be subject to additional audits. Under no circumstances may an employee approve his/her own expense statement. The CEO/President's expense statements will be approved by the Compliance Auditor up to \$500; amounts exceeding \$500 will be approved by the Board of Trustees.