

Town of Harvard Reimbursement Policy

PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for payment and reimbursement of approved expenses for all employee/volunteers of the Town of Harvard.

When incurring business expenses, the Town expects employees, volunteer, boards and others subject to this policy to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend the Town's money carefully and judiciously.
- Report expenses supported by required documentation, as they were actually spent.

GENERAL

- All requests should be submitted on the Town's official Employee Reimbursement Form in Appendix A with supporting documents attached.
- A description of the items purchased and a reason why the items were purchased must be included on the Employee Expense Reimbursement Form.
- All receipts must be itemized.
- All reimbursements should be approved and signed off by the Department Head prior to being submitted to the accounting office to process payment.
- Employees traveling together should fill out separate Employee Expense Reimbursement Forms, being careful not to overlap claims.
- Proof of payment is required for reimbursement requests.
- Proof of payment is defined as a receipt from the vendor indicating payment was made, copy of the cancelled check (front and back) or the debit/credit card statement with the employees' name on the statement. An order confirmation from the vendor is **not** sufficient.
- **Usage of cash for reimbursable items is strongly discouraged.** If cash must be used, the invoice/receipt from the vendor must state that cash was used.
- When gratuity is included in a reimbursement, the Town will only reimburse up to 20%.
- The Town will not reimburse the purchase of gift cards.

CONFERENCES/SEMINARS

The Town will pay for approved conferences and seminars. Employees should submit conference registration forms/invoices on the employee reimbursement form/accounts payable coversheet. Alternatively, the employee may pay for the approved conference or meeting directly and be reimbursed after completing a Voucher.

OVERNIGHT/OUT OF STATE TRAVEL

- If an employee is required to lodge while traveling, reimbursement shall cover only the employee's cost of lodging and shall not extend to any family members or other travel companions if the costs increase due to the increase in occupants.
- The Town will reimburse employees for reasonable miscellaneous expenses related to approved events such as travel to and from airports, parking, tolls and travel within the conference destination (such as taxi cabs, rideshare, shuttles, or buses) with receipts.
- Items that are not reimbursable are newspapers, books, headphones, theft, loss or damage to personal property while on town business.
- Out of State travel requires approval from the Select Board. Attach Select Board minutes approving the travel request.

MEALS

Per diem reimbursement for meals when traveling will be \$5 for breakfast, \$12 for lunch and \$22 for dinner when meals are not provided by the conference/seminar. Employees will not be reimbursed for breakfast on day 1 of a multi-day conference and will not be reimbursed for dinner on the last day of the conference/travel unless the conference/travel extends past 7 PM.

LICENSES

If approved either through a Collective Bargaining Agreement or other contract, the Town will reimburse employees for professional licenses which relate to their job.

- Proof of payment must be attached to the Employee Expense Reimbursement Form.
- A copy of the license must be attached to the Employee Expense Reimbursement Form.

MILEAGE

Employees using their private vehicles to conduct Town business shall receive compensation on a per mile basis based on the IRS standard mileage rate, unless otherwise negotiated.

- Employees traveling to conferences or seminars must provide a printout from Google Maps or MapQuest.com showing the number of miles traveled and attach the printout to the Employee Reimbursement form.
- Employees must use the shortest route for reimbursement regardless of which route was taken.
- If the employee is attending an event on a work day, leaving directly from their primary residence, and the commute to the event is equal to or less than their normal commute to their office then they shall not submit for reimbursement.

SALES TAX

Employees will be reimbursed for sales tax when they make a purchase on-behalf of the Town.

Employees/volunteers should make every effort for the purchase to go through the warrant process.

Sales tax will not be reimbursed if the Town has an account set up with the vendor (i.e. Amazon, Staples, WB Mason).

NON-REIMBURSABLE EXPENDITURES

The Town of Harvard maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a municipality. Expenses that are not reimbursable include, but are not limited to:

- First class tickets or upgrades
- When lodging accommodations have been arranged by the Town of Harvard and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the Town
- Movies, liquor or bar costs
- Participation in or attendance at golf, tennis or sporting events, without advance approval
- Purchase of golf clubs or any other sporting equipment
- Spa or exercise charges
- Clothing purchases
- Business conferences and entertainment which are not approved in advance
- Car washes
- Toiletry items
- Expenses for spouses, friends' relatives or other travel companions.

APPENDIX A

The following is the required Employee Expense Reimbursement Form. This should be filled out, approved by the department head and have the required invoice/receipt documentation attached for submission to accounting.



Town of Harvard Employee Expense Reimbursement Form

Employee Name	
Check Address	<i>(where the check will be sent to, i.e. home or municipal bldg)</i>
Vendor Number	
Department	
Date Submitted	

Attach all receipts and other documentation to this form
Tolls and parking should be calculated in other expenses

Mileage Expenses - Please attach directions showing miles traveled

			0.655 current milage rate	
Travel Date(s)	Destination & Description	Total Miles	Dollar Amount	Account Number
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
Total			\$ -	

Other Expenses

Date of Purchase	Place of Purchase	Items Purchased and Reason for Purchase	Dollar Amount	Account Number
Total			\$ -	

Total Expenses
\$ -

Employee Signature _____

Dept Head Approval _____

Town Accountant _____