



## 3.115 – Employee Reimbursement

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### Policy Purpose and Scope

The purpose of this policy is to outline the procedures to follow when an employee has purchased items for business purposes and requests a reimbursement.

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### Roles and Responsibilities

The Controller is responsible for establishing and implementing policies related to employee reimbursements. The Assistant Controller is responsible for maintaining and updating the policy to ensure it contains the current procedures.

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### Operational Procedures

On occasion, employees will purchase items for business purposes and request reimbursement. When such an occasion occurs the following procedures should be followed:

The employee should obtain approval for the purchase prior to the purchase being made. Only approved purchases will be considered for reimbursement.

After the purchase has been made the employee may request reimbursement by completing a reimbursement form maintained by the Human Resources Specialist and attaching any supporting documentation for the purchase, i.e. a receipt. Once completed, the employee should obtain approval for reimbursement from PhotoBiz management.

After approval has been obtained, employees may be reimbursed by either petty cash or check.

Petty Cash – If reimbursement is small enough, the Human Resources Specialist may determine that the employee can be reimbursed through petty cash. If this is the case, the appropriate entry is made in the petty cash log book and the supporting information is retained with the petty cash records.

Payroll – If the reimbursement is too large for petty cash the employee will be reimbursed in their bi-weekly paycheck. The approved reimbursement form is submitted to the Assistant Controller for inclusion in the next payroll. All supporting documentation will be maintained with the payroll records.