



Employee Reimbursement Procedures

1. The employee receives verbal/written pre-approval from their supervisor to purchase on behalf of the agency. Pre-approval is not necessary in all cases.
2. The employee makes the purchase.
3. The employee initiates reimbursement by entering request into the [Employee Reimbursement Request Tracker](#) and uploading the following to the [Tracker](#):
 - a. Receipt
 - a. Email or documentation showing pre-approval if pre-approval was obtained. Pre-approval is not necessary in all cases.
2. Accounting reviews the reimbursement request in the [Tracker](#) and uploads the request to Bill.com.
 - a. Accounting the employee's supervisor if there is an issue or question with the reimbursement request.
2. All employee reimbursement received by the accounting department by close of business on Wednesday will be included in the week's batch of payments.
3. On a weekly basis, accounting emails all supervisors/approvers a hyperlinked list of all reimbursements to be approved for their team.
4. After all supervisors/approvers have approved, final approval will be provided by the Co-Executive Directors. This will take place weekly.
5. Once approved by the Co-Executive Directors, accounting will process the reimbursement requests in Bill.com
6. The employee will receive reimbursement via ACH in 36 to 48 hours after processing in Bill.com depending on the employee's bank. If the employee is not signed up for ACH in Bill.com, a paper check will be mailed within 5 business days after the reimbursement has been processed in Bill.com.