



## **1.007 Employee Reimbursement Policy**

### **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 seeks reimbursement.

### **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.

### **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 and attaching any supporting documentation for the purchase, i.e. a receipt.
- Once completed, the employee should obtain approval for reimbursement from the appropriate PhotoBiz manager.
- After approval has been obtained, turn the paperwork into the Assistant Controller for review.
- Employees may be reimbursed by either petty cash or check.

Revision Date: December 2011