

POLICY ON EXPENSE REIMBURSEMENTS

The individuals The Arc supports should have full access to and be able to participate in their community. It is their responsibility to pay for their own expenses.

We recognize that there are costs incurred for staff to engage in the activities along with the individual. Expecting staff to pay out-of-pocket for their portion of the activities places an unreasonable burden on them. It is presently The Arc's practice to reimburse staff for those costs. This reimbursement is subject to the regulations of our funders, and must be guided by fiscally responsible spending practices. Care must be taken to ensure that the costs are reasonable and total expenditures for the individual remain within budget.

Except where noted, this policy applies to all programs offered by The Arc.

This policy applies as well when using an Arc-issued credit card, or if buying items/services from vendors with which The Arc has established credit. Staff will be required to reimburse The Arc for unauthorized purchases made via these methods.

In order for staff expenses to be reimbursed, proper documentation must be submitted. Required information includes the date, description of activity, start and end locations, mileage, and cost of each activity.

Itemized receipts, which come from a store cash register and include a listing of all items purchased, must be attached to the Expense Report. A credit card receipt showing the total only is inadequate. (Note: hand-written receipts in lieu of cash register receipts are only acceptable from places that NEVER issue cash register receipts.) Failure to provide an itemized receipt will result in the expense being disallowed. Expenses are reviewed by the program supervisor and the Deputy Executive Director for approval before being sent to Finance for processing.

Consideration of Expenses:

- Does the activity fulfill the individual's stated IP goals (to interact in the community alongside the general population)?
- Is the activity part of a class or program offering?
- Is the mileage/destination reasonable?
 - Mileage to/from staff's home at the start/end of shifts is a personal commuting expense and is not reimbursable.
 - Except for limited, pre-approved occasions, taking individuals to the staff's home during a shift is against policy. As such, mileage will not be reimbursed.
 - Mileage for "going for a drive" without a destination will only be reimbursable in cases where that activity is specifically included in an individual's IP.
- Has an itemized receipt, prepared by the vendor, been submitted?
- Do meal receipts fall within established limits?
 - Individual IP goals in Day, CLS, ED&C, and SE programs are aimed towards employment. Therefore staff will not be reimbursed for meals while working in this program.
 - Drive-thru and carryout meals are strongly discouraged as they limit the community experience. Expenses for these will generally be denied unless there is adequate evidence in progress notes of a directly related public outing.

- Staff will be reimbursed for meal only if individual being served is also dining out at the same time.
- No alcohol
- Breakfast - not reimbursable
- Snacks - not reimbursable. Examples include: coffee or soft drinks (not part of a meal), pretzel, ice cream, popcorn, candy, etc.
- Lunch - \$8 max. (Lunch times run from 11 a.m. - 1 p.m.)
- Dinner - \$12 max. (Dinner times run from 5 p.m. - 8 p.m.)
- Special events, including those with a cost in excess of \$25 per person, require pre-approval from the program supervisor or Deputy Executive Director. This is to ensure that the individual has the means to pay for his share of the cost and that the total expenditures for the individual remain within budget.

It is not possible to list every possible situation or activity that may arise. As such, the Deputy Executive Director and the Director of Finance have discretion to approve or deny expenditures on a case-by-case basis. Denials may be the result of charges being made that are not appropriate for the program/individual or insufficient documentation being provided to support the request for reimbursement. Where uncertainty exists, it is in the staff's best interest to obtain approval for activity costs prior to undertaking the activity.

Expense Reports are due, along with timesheets, by 10:00 am on the Monday of payroll week. They are processed in Finance and paid on the Friday that alternates with payroll. Reimbursements are direct-deposited into staffs' bank accounts.

The rates used for reimbursement will be periodically reviewed by the Deputy Executive Director and the Director of Finance. Consideration will be given foremost to DDA regulations and then to the ability of The Arc to absorb the cost of expenditures.

Effective - 5/19/2014
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