

## 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 employees to engage in the activities along with the individual. Expecting employees 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 employees 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 also applies 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 employee expenses to be reimbursed, proper documentation must be submitted via the Expense module in Paylocity. 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 or online website and include a listing of all items purchased, must be attached to the related Expense line in the Paylocity 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 Person-Centered Plan (PCP) 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 employee'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 employee'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 rare cases where that activity is specifically included in an individual's PCP.
- Has an itemized legible receipt, prepared by the vendor, been submitted?
- Do meal receipts fall within established limits?
  - Individual PCP goals in Day, CLS, ED&C, and SE programs are aimed towards employment. Therefore employee will not be reimbursed for meals while working in these programs.

- 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.
- Employees 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 - \$10 max. (Lunch times run from 11 a.m. - 1 p.m.) (rate as of 6/25/2022)
- Dinner - \$15 max. (Dinner times run from 5 p.m. - 8 p.m.) (rate as of 6/25/2022)
- Special events, including those with a cost more than \$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 employee's best interest to obtain approval for activity costs prior to undertaking the activity.

Reimbursement requests are submitted via the Expense module in Paylocity and are due by the end of the pay period in which the expense occurred. Expense Reports should be submitted for approval by 10:00 am on the Monday of payroll week, and if approved, are included on the employee's next paycheck. A grace-period of one payroll cycle exists for late submissions. Expenses submitted after the grace-period may be denied.

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  
 Revised - 10/24/2015  
 Revised - 4/11/2016  
 Revised - 1/4/2018  
 Revised - 1/24/2018  
 Revised - 8/6/2020  
 Revised - 6/10/2022  
 Revised - 9/7/2022