

Policy: Expense Reimbursement

Date: August 27, 2015

PURPOSE

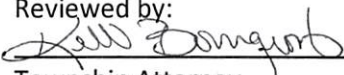
Becker Township recognizes that the use of personal funds is sometimes necessary. This policy is to ensure that timekeeping, payroll and reimbursement methods are accurate and consistent.


POLICY

1. All expense reimbursement claims must be accompanied by original receipts.
2. Ideally, reimbursement requests should be submitted within 60 days of expense.
3. Purpose for the purchase must be documented on the claim.
4. Mileage expense reimbursement claims must include the date of the trip, miles traveled and purpose.
5. Charges that should be attributed to a fund other than the general fund must be clearly identified.
6. The reimbursement claim form must be signed by the claimant. Signature of the form shall state and serve as affidavit from the claimant that the time and/or expenses reimbursement is being requested for are true and accurate.

Prepared by: Lucinda Messman

Reviewed by:

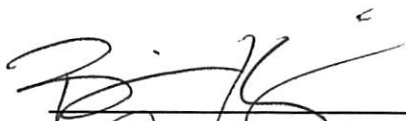
  
 Township Attorney  
 Kelli Bourgeios, Esq

  
 Township Treasurer  
 Tanya Danielson

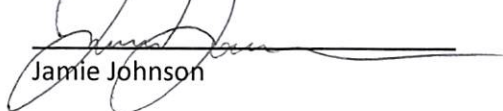
Approved this 21<sup>st</sup> day of September, 2015.


Becker Town Board

absent  
 Gary Hammer, Chair

  
 Brian Kolbinger, Vice Chair

  
 Joe Danielson

  
 Jamie Johnson

  
 Brad Wilkening

ATTEST

  
 Lucinda Messman, Clerk

