

Reimbursement of Expenses

Policy 1509

Revised: January 31, 2021

Team Members are eligible for reimbursement of pre-approved out-of-pocket expenses incurred while engaging in service on behalf of **BRPC**. Upon approval by the appropriate **Director (Executive, Program, Function, or Project)**, **Team Members** must track expenses and submit receipts for all out-of-pocket expenses for which they seek reimbursement.

Pre-Approval

Before making any purchases intended for reimbursement by **BRPC**, **Team Members** should obtain approval from the appropriate **Director**. Purchases made without advance approval may not be reimbursed. If the amount to be reimbursed is less than \$100, a verbal approval will be sufficient. If it is to be greater than \$100, the **Team Member** should submit an estimate using the **Reimbursement Request Form**.

Reimbursable Expenses

- Local Travel:** Reimbursement for travel by motor vehicle is based on mileage and the standard rate per mile at which **BRPC** reimburses drivers. Reimbursement for travel by public transportation is based on actual out-of-pocket expense which must be substantiated by receipts.
- Local Meals:** As a rule, **BRPC** does not reimburse for meals and food, except for approved out-of-town travel. Be sure to get pre-approval for such expenses.
- Out-of-Town Travel:** All expenses for out-of-town travel must be pre-approved by the **Executive Director**. This includes transportation, lodging, meals, and other incidentals.
- Operating Expenses:** If pre-approved, **Team Members** may submit expenses associated with programs, projects, and functions (e.g., postage, supplies, parking).
- Non-Reimbursed Expenses:** As a rule, **BRPC** does not reimburse for telephone calls, Wi-Fi or internet services, baggage services, valet services, laundry or cleaning services, club fees, in-room entertainment, movies, mini-bar charges, or other personal expenses.

Submitting Expenses

To receive reimbursement, **Team Members** should fill out and submit an **Expense Reimbursement Request Form**. It should be emailed to the appropriate **Director**.

Forms

- Expense Estimate and Reimbursement Request Form