

EMPATHY.
EMPOWERMENT.
EDUCATION.



Procedure – Reimbursement for Employee Expenses:

- a. An employee can request reimbursement for authorized Fostering Leadership Academy related expenditures, such as mileage or meal reimbursements. Reimbursements are outlined in the employee handbook.
- b. An expense form is provided by the Finance Department for this purpose and should be submitted to the AP/AR Accountant when completed.
- c. Reimbursement will not be given to purchases not previously authorized. Even in the event the Director approves the purchase after the purchase has been made, reimbursement will be forfeited, unless otherwise approved by the CEO.