

Effective Date: 11/19/1998, Motion #98-072  
Revised Date: 5/15/2007  
Review Date: 5/15/2007

**North Sound Mental Health Administration**  
Section 3000 – Fiscal: Employee Reimbursement for Non-Travel Expenses

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Fiscal Officer

Executive Director Signature:

Approved by: Board of Directors  
Motion #: 98-072

Date: 11/19/1998

Date: 5/15/2007

**POLICY #3014.00**

**SUBJECT: EMPLOYEE REIMBURSEMENT FOR NON-TRAVEL EXPENSES**

**POLICY**

The NSRSN shall reimburse employees for pre-approved non-travel expenses.

**PROCEDURE**

Employees shall submit receipts for purchases made on behalf of the NSRSN and pre-approved by the Executive Director with the monthly travel reimbursements request and complete the bottom portion of the form for such expense. Such expenses may include, but are not limited to:

1. Office supplies
2. Postage

Employees will receive reimbursement for expenses with their monthly reimbursement check.

The Executive Director may approve earlier reimbursement at his/her sole discretion.

The NSRSN Financial Officer Designee shall post such expenses to the appropriate account within the Administrative Budget.

**ATTACHMENTS**

None