

Reimbursement Policies and Procedures

This document details Barack Obama Leadership Academy expense reimbursement policies and lines of authority to approve expenditures and financial commitments.

Reimbursement requests require an invoice, receipt, or written documentation of expenses incurred by officers or staff. However, expenses incurred without prior approval may not be reimbursed, since the leadership team have the right to deny reimbursements that they deem inappropriate or questionable.

Policy: Prior to making financial expenditures or commitments on behalf of Barack Obama Leadership Academy the office or staff member must obtain authorization. This authorization ensures that funds are distributed appropriately and in accordance with guidelines from the Barack Obama Leadership Finance Policy and procedures manual

Procedure:

1. Obtain Authorization - Send email to the supervisor detailing the item and cost. Also include vendor name, shipping cost (if required), program, and funding source if known.
2. When approval is received and item(s) purchased, follow the steps below for reimbursement and use one of the categories below for nature of purchase.
 1. Food and beverages for meetings.
 2. Printing and postage.
 3. General purpose.
3. Complete and attach Check Request form (located in Business/Finance Office).
4. Include original invoices and/or receipts. If a personal debit/credit card is used, it will have to be verified at the time of submission for reimbursement.
5. Submit all documentation to supervisor for review and signature of approval.
6. Submit a documentation to Business Office for processing.
7. Business Office manager will notify employee when check is available for disbursement.

Policy: Disbursement of funds for reimbursement is not permitted without approval and completed documentation from the employees supervisor. The requester and approver for reimbursements **cannot** be the same. Reimbursement requests received from school leaders or managers require approval from authorized officer/signer and check disbursement will be made by CEO.