Credit River Township
Policy Statement

Policy: Expense Reimbursement

Policy Number: 2008-01 **Dated:** 4-7-08

Purpose of Policy: To ensure that timekeeping and payroll methods are accurate and consistent.

Policy:

All expense reimbursement claims must be accompanied by original receipts. Purpose for the purchase must be documented on the claim. Any expense reimbursement exceeding $150 requires written board approval.

Mileage expense reimbursement claims must include the date of the trip, miles traveled and purpose.

Charges that should be attributed to a fund other than the general fund must be clearly identified.

Prepared By: Reviewed By:

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Approvals:

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