



UNION COUNTY AUDITOR REIMBURSEMENT POLICY

Effective June 1, 2017

PURPOSE

This policy details the requirements for payment to employees for reimbursement.

POLICY

County employees who have been approved to pay for work-based seminars, conferences, travels outside of the normal work environment, and other purchases made on behalf of the County, must adhere to the following guidelines for reimbursement of County expenses:

1. If traveling, a travel expense worksheet listing all travel expenses must be completed, signed by the employee who is requesting reimbursement and initialed by the employee's supervisor.
2. A Map Quest (or equivalent) or odometer reading must be submitted with mileage reimbursement requests if traveling more than 40 miles from the employee's office location.
3. All non-travel reimbursements must be initialed by the employee's supervisor signifying approval.
4. A clear and readable receipt must be presented for all reimbursements. This receipt must be detailed, contain a description of the expense incurred, the dollar charge for the expense (including tip), and the method of payment.
5. When a credit card is used for payment by the employee, the employee must provide a copy of the payment instrument used or a copy of the credit/bank card statement. The employee's identification and the last four digits of the card number must be shown. All other card information may be redacted.
6. If a check is utilized for payment, a copy of the check or bank statement must be presented. The employee's identification must be shown and all other account information may be redacted.
7. The Auditor's office will follow the May 1, 2018 Resolution (NO.:18-164) regarding meal reimbursements and the annual mileage resolution issued by the County Commissioner's office (NO.:17-021, last updated 1/17/17) when determining the eligible reimbursement rates. The Auditor's office must be informed of the rate if it is different than that approved by the County Commissioners.
8. The Auditor has the legal duty to deny unauthorized or improper claims. Furthermore, the Auditor has the authority to determine what constitutes the "evidentiary matter" to determine the public purpose. The Auditor reserves the right to refuse to issue the appropriate warrant. (ORC319.16)

Andrea Weaver
Union County Auditor

Revised 5/23/2018