

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 10 <i>Reimbursement Request</i>

Relevant Information: UFA employees may incur minor incidental and emergency business expenses who use their own funds to pay for approved purchases. Reimbursement for these types of expenses will be issued by the Finance Division as a deposit to the employee's designated payroll account. Documentation of such expenses ensures adherence to IRS requirements for business expenses and ensures the Finance Division accurately records these expenses in the financial accounting system.

Policy Statement: It is the policy of the Board that reimbursement requests are available so that UFA personnel may be reimbursed in a timely manner for purchases of such a nature and limited value that the use of the normal purchase process is deemed not to be cost effective. Employees will be reimbursed when purchases have been approved and deemed necessary to purchase at the employee's own expense. Employees will need to provide documentation such as an itemized receipt and reimbursement request form. UFA does not pay sales tax nor can it reimburse for sales tax and employees should, whenever possible, have the vendor remove sales tax from the transaction.