

Expense Sheet Guidelines

Expense Sheets/Checks

- It is each employee's responsibility to complete an Expense Sheet. Blank forms are included in employee schedules mailed out monthly or may be picked up at the office.
- To ensure Expense Sheet reimbursement, employees must have their completed Expense Sheet with receipts attached to their Program Supervisor by noon on Monday.
- The Program Supervisor will verify accuracy and submit the completed, signed Expense Sheet to bookkeeping for payment the on Tuesday. Only Expense Sheets that have been approved by the Program Supervisor will be paid.
- Expense checks are mailed out to the employee's home on Tuesdays by the Trillium Services Bookkeeping Department.

Mileage

- Employees transporting a consumer in the community will be reimbursed at \$.40 a mile up to 25 miles.
- Single trips over 25 miles require prior approval from the Program Supervisor.
- Mileage expenses must include Odometer Reading "To", "From", and "Total"
- Employees must write consumers initials and specific destinations on expense sheet.

Admissions/Parking/Program Supplies

- Recreational expenses, admissions, activity costs, and parking costs will be reimbursed. Receipts must be attached to the expense sheet to qualify for reimbursement.
- Any expenses over \$10.00 require prior approval from the Program Supervisor.
- All expenses must be accompanied by a receipt for reimbursement.
- Money used for gambling will not be reimbursed.