

Richfield Public School Academy
2015-2016 Reimbursement Policy

Richfield Public School Academy's reimbursement policy guiding principles are as follows:

1. All purchases must be approved by department head/finance director prior to purchase being finalized.
2. All reimbursements for purchases made with personal credit cards/cash must have been pre-approved, must include credit card receipt or cash register receipt.
3. Only items that were purchased for school use, with prior approval, shall be considered for reimbursement.
4. Reimbursement for expenses for travel, lodging and food must not exceed the pre-approved daily rate and must include mileage record and food/lodging receipts. Gratuities may be included in request at the standard gratuity rate.