

# PAYMENTS TO REIMBURSE EMPLOYEES

## Employee Expense

Employees may be reimbursed for supplies purchased for use by the district. Employees authorized to use their own vehicles for district business, or who incur other travel expenses resulting from their attendance at approved conferences or meetings, may also be reimbursed for mileage [\[APS Code: DKC\]](#).

Mileage reimbursement will be made when an employee submits a [District Travel and Mileage Report](#) approved by the appropriate budget authority [\[APS Code: DKC-R\]](#). Reimbursements to employees are made by entering employee expenses in Oracle. The mileage reimbursement rate changes yearly. Please see the [Accounts Payable web site](#) for current rate.

To enter an employee reimbursement (employee expenses) in Oracle:

- **Supplies** - see Oracle help sheet [Entering an Expense Reimbursement](#) .
- **Mileage / instructional sites** – Oracle help sheet [Recording an Employee Mileage Reimbursement for Instructional Sites](#).
- **Mileage / support sites** – see Oracle help sheet [Recording an Employee Mileage Reimbursement for Support Sites](#).

**NOTE:** *You should enter descriptions on all Employee Expenses to allow for accurate on-screen research, as well as tracking expenses on [APS GL Transaction History Download XML \(M367\)reports](#).*

Once an employee expense is entered into Oracle and all approved receipts and backup documentation are attached to the expense screen, the [Accounts Payable Department](#) will print the check and send it to the employee's home address. Checks are printed twice a week ([contact accounts payable for your schedule](#)). Reminder – All receipts must be approved by a budget authority before reimbursement can be processed. Review all scanned documents prior to attaching in Oracle to make sure they are legible (see the [Archives](#) section of this manual). Keep original documentation for your files.

**NOTE:** *For auditing purposes, if the payment includes a reimbursement to the budget authority/administrator approving the receipt, the receipt must also be signed by that administrator's supervisor.*

Employee reimbursements will show up on [APS GL School Transaction History Download XML \(M367\) reports](#) under the budget codes for which they were entered.