



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

REIMBURSEMENT OF BUSINESS EXPENSES | 6006.1

Employee requests for reimbursement of business expenses must be approved prior to the purchase of materials or services.

Reimbursement requests will be considered on a case-by-case basis and are subject to budget restrictions and funding availability. A budget source must be identified on the reimbursement form that is to be submitted to the employee's immediate supervisor.

Effective May 3, 2010, the State of Delaware implemented a new process for all employee reimbursements. The form of payment will no longer be checks, but will be replaced by Direct Deposit to an account identified by the employee. This applies to any type of reimbursement, including mileage.

In order to receive payment, employees must log in to the State's vendor file on the Division of Accounting website (<http://accounting.delaware.gov>) and click on the "For Government" link to access the DE Employee Vendor form. The form requires the employee's bank routing and bank account number for the account where reimbursements are to be deposited. Upon submission, the Division of Accounting will review and verify the information. Employees will then be loaded to the vendor file and personal expense reimbursements will be able to be processed by the District's business office. It is important to note there will be a delay for the first receipt of a reimbursement based on the initial process of completing the form.

Questions about the information contained in this administrative memorandum should be directed to the Chief Financial Officer.