



*A Tuition-free School Created for Quality*

## **Expense Reimbursement Policy**

### **Purpose**

- The purpose of the Expense Reimbursement Policy is to protect Grand Traverse Academy's tax-exempt and non-profit status by providing operating procedures for reimbursement of valid, appropriate, business-related expenses. This policy addresses reimbursement procedures and policy for applicable staff members making purchases on behalf of Grand Traverse Academy. To ensure that all appropriate financial controls and approvals are in place, all reimbursement requests will need to follow these procedures. This policy is intended to supplement but not replace any applicable state and federal laws governing nonprofit and tax-exempt organizations.

### **Procedure**

- All active staff members may submit expense reimbursement forms to the Business Office once they have been properly authorized and approved by relevant parties. Expense reimbursement forms may be authorized by the superintendent, the staff accountant or business manager, the CFO, or an appropriate department-head.
  - Once authorized, the expense will be submitted to the Business Office where the staff accountant or business manager will review and either sign off on the reimbursement, or reject it, depending on applicability.
  - If accepted, the staff accountant or business manager will input the data into QuickBooks, print the reimbursement check, and the CFO will review the reimbursement check to ensure it is acceptable, and then sign and seal the check to be mailed.

### **Policy Definitions**

- **Expenses**
  - Any payable item directly related to and caused by operational activities of Grand Traverse Academy. Expenses must be directly or indirectly related to the functioning and purpose of GTA.
- **Staff Members**
  - Only active staff members may request reimbursements, and only for applicable expenses. In the event that a non-staff member makes a purchase or incurs an expense on behalf of GTA, the reimbursement will only be accepted if it was approved beforehand by an appropriate department-head, the staff accountant or business manager, the CFO (Rehmann) or superintendent, and applies to the expenses requirement.
- **Authorization**
  - All GTA-related expenses are authorized by either the staff accountant or business manager, the CFO, or the superintendent. Only the staff accountant, business manager, or the CFO may issue payment after the reimbursement has been authorized.
- **Timing**
  - Expenses must be turned in to the staff accountant or business manager for reimbursement no later than 30 days from the expenditure date.