

**To:** UUFCC Board  
**From:** Paul Hull, Sharon Kasting, and Barbara Seibel  
**Subject:** Staff Professional Expenses Policy  
**Date:** May 7, 1998

#### Staff Professional Expense/Reimbursement Policy

##### Advances

Advances may be given within thirty (30) days of an expense.

Expenses for the advance must be submitted and documented within sixty (60) days of the occurrence for which the advance was given.

Reimbursements for advances, in excess of actual expenses, must be made, and documented, within one hundred twenty (120) days by the employee.

Receipts must be provided for all expenses over the IRS limit.

##### Expenses:

Expenses must be submitted and documented within sixty (60) days of occurrence to be reimbursed as professional expenses.

##### Required Employee Expense Record Keeping:

Employees shall keep written records of mileage, transportation, meals, tolls, etc., including receipts. Receipts must be provided for all expenses over the IRS limit.

In order for an employee to be reimbursed, expenses must be documented, and provided to the Treasurer, within sixty (60) days of the expense on an expense summary form with attached receipts.

##### End of Fiscal Year Policy:

Budgeted professional expenses remaining for more than sixty (60) days after the end of a fiscal year, will be deemed a bonus and distributed to the employee with the appropriate withholding tax deducted.

Effective: May 15, 1998

Approved by board *at 12 May 98 meeting.*

Reviewed by UUFCC Board on March 9,  
2010