# The IAPMO Group
# REIMBURSEMENT POLICY
# Staff Members

It is IAPMO's policy to reimburse staff for reasonable, pre-approved business expenses, pursuant to this and other applicable company policies (e.g. IAPMO Group Travel Policy).

In order to be reimbursed for expenses, employees must follow this procedure:

1. *Prior to* incurring an expense, ensure that it will be reimbursable by obtaining manager approval.

2. After an expense is incurred, prepare an IAPMO Expense Form.

3. Attach required documentation to IAPMO Expense Form.

In order to comply with Federal and State Tax Laws, the following documentation and information must be provided in conjunction with a request for reimbursement of any expense:

*(1) the name(s) of the individual(s) for whom the expense was incurred;*
*(2) the nature of the business expense;*
*(3) the date said expense was incurred;*
*(4) the location of the event; and*
*(5) the reason for said expense.*

Itemized receipts are required.

4. Submit the IAPMO Expense Form by email to accountspayable@iapmo.org no more than 30 days after the expense was incurred.

5. IAPMO will reimburse employees by issuing a check which will be delivered through intra-office mail to employees working at an IAPMO office, and by US mail for employees working from home.

6. Employees who do not report to an IAPMO office (e.g. WHQ, Mokena, Alabama) are entitled to reimbursement for the cost of internet access in the amount of $60 monthly subject to the procedure above. Employees with a hybrid work schedule are entitled to partial reimbursement for the cost of internet access up to the amount of $25 monthly subject to the procedure above.

*For those issued a Wells Fargo Visa Corporate credit card, receipts must be submitted in a timely manner through the Wells Fargo website. Please note that it is not necessary to attach these receipts to an IAPMO Expense Form.*

***REMEMBER, NO DOCUMENTATION, NO REIMBURSEMENT!***