

TESFA INTERNATIONAL SCHOOL EMPLOYEE REIMBURSEMENT (412)

I. PURPOSE

The purpose of this policy is to outline guidelines for employees to apply for reimbursement for school related expenses.

II. GENERAL STATEMENT OF POLICY

- A. The director must approve all reimbursements requested by staff members. Reimbursements can only be requested for legitimate expenses related to the operation of the school. The school reserves the right to deny reimbursements for expenses deemed unnecessary or inappropriate.
- B. In order to be reimbursed an employee must provide a receipt of the item purchased as proof of purchase.
- C. Tesfa International School will not reimburse employees for state sales tax.
 - 1. Employees will have access to documentation regarding the school's tax-exempt status.
 - 2. Using the school's tax-exempt status for personal purchases will be cause for disciplinary action.

III. AIRLINE TRAVEL CREDIT

- A. Employees utilizing Tesfa International School funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of Tesfa International School rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to Tesfa International School, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for Tesfa International School purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to Tesfa International School purposes, prior to reimbursement for such

travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

Adopted: 10/7/14

Revised: