

City of Brockton Employee Expense Reimbursement Procedures

In order for the Auditing Department to initiate and process checks for goods purchased by city employees on behalf of the City of Brockton, the following documentation must be submitted.

Reimbursements should be made only when the amount being charged, cannot be paid directly to the vendor. This will reduce paying out-of-pocket unless absolutely necessary. Please note, the city does not reimburse for sales tax.

All employees should submit an **Employee Expense Reimbursement Form** for out- of-pocket expenses and a **Travel Reimbursement Form** for approved or eligible mileage reimbursements.

- **Employee Expense Reimbursement Form**
 - Include the date of payment, to whom the payment was made, the purpose of the expenditure and the amount.
 - Department, employee submitting for reimbursement, phone number, email and Department Head
 - Original invoices or sales slips must be attached to avoid duplicate payment at a later date.
- Seminar and conference reimbursements must be accompanied by the brochure, invitation or some portion of paperwork showing the conference description, receipt of payment and certificate of completion or documentation acknowledging attendance.
- Acceptable proof of payments includes the following:
 - copy of a canceled check, front and back
 - paid receipt with the company name and amount
 - a charge card receipt
- Postage reimbursement must include a description of the mailing and the postal receipt.
- All employee reimbursement forms must be approved and signed by the Department Head.
- **Sales Tax, if paid should not be included for reimbursement**
- **Travel Reimbursement Form** should be submitted for mileage reimbursement describing each destination and the number of miles.

If you have any question, please contact the Auditing Department 508-580-7153

Thank you,

Karen Preval

Date 7/20/22