

TOWN OF SANDWICH

REIMBURSEMENT POLICY

(Policy Attachment #9)



OCTOBER 25, 2018

Amended:
June 25, 2015
July 26, 2012

TOWN OF SANDWICH

REIMBURSEMENT POLICY

Town of Sandwich Employees may be reimbursed for contractual clothing allowances, mileage and/or other transportation charges, meals and tuitions that have been authorized and incurred within the scope of employment with original documentation.

1. The original sales receipt stating place of purchase, date of purchase, item(s) purchased, and method of payment.
2. A copy of the credit/debit card used for the purchase. Please “black out” all but the last four digits of the card number. The employee name must remain. In lieu of a copy of the card, the employee may provide their bank statement showing the charge, or a printout of just the transaction from their bank/credit card company (not all banks offer this feature).
3. Clothing allowance reimbursements will be approved with the submission of the original paid receipt. The receipt will show the detail of the items purchased and will be for the sole use of the Employee.
4. Mileage is for Employees who use their own vehicles for Town business. Current mileage reimbursement rates will be provided to all departments by July 1st each year. Requests are to be submitted with an exact calculation and explanation of the destination. The amount of mileage reimbursed shall be based upon the shortest, practical route. Tolls and parking charges will be reimbursed with a receipt. The employee should utilize Town vehicles that are available prior to using personal vehicles. Personal vehicle use to perform job responsibilities when other Town vehicles are available should not be done for the convenience of the employee but rather when it is the most practical use of time and resources. Reimbursement for June travel must be submitted in time for processing of the final fiscal year warrant. Employee mileage reimbursement may be limited or disallowed at the discretion of the Town Manager and/or Finance Director when proper documentation or procedures have not been followed. Mileage reimbursement requests must be submitted monthly.
5. Employees may be reimbursed for meals, including taxes and reasonable tips paid up to the following amounts unless separate approval of the Finance Director is received; Per MGL, receipts for meals must also be itemized to ensure that an employee is not receiving reimbursement for alcohol or tobacco.
 - a. Breakfast \$15.00
 - b. Lunch \$25.00
 - c. Dinner \$40.00
 - d. Alcohol is not reimbursable.
6. Tuition for educational purposes and charges for rooms are allowed with proof of payment and course or program attended. Personal charges incurred, such as in room

movies, gym or pool use charges, and phone charges that are not business related will not be reimbursed.

7. Reimbursements for accommodations and meals are allowed only for the time of the course or program attended. Conference/seminar agenda must be attached showing date and location.
8. Out of State travel is only permitted with advanced approval of the Town Manager with the exception of investigations conducted by the Sandwich Police Department.