**Expense Statements**

Fleming College recognizes that all employees and board members should be reimbursed for appropriate business related expenses.

The main responsibilities of the Claimant are to:
- comply with the principles and spirit of the Administrative Operating Procedure - Travel and other Expenses
- obtain appropriate prior approval from their supervisor/manager for expenses to be incurred;
- submit original itemized receipts with all claims, except where meal allowances are used (the authorization receipt for a credit or debit card transaction is not considered appropriate documentation);
- clearly document the description and purpose of the expenses, so its business purpose is clear to the approver and Finance
- submit claims by the end of the month following the month in which the expense was incurred;
- complete an Expense Statement form which must be signed by both the claimant and approved by the budget manager

The Expense Statement form should be completed following the below:
- only shaded cells on the form are required to be completed
- the "Purpose " column is to clearly document the description and purpose of the expenses, so its business purpose is clear to the approver and Finance
- non-meal/km expenses are entered in the "Other" column
- form MUST be completed electronically (hand written forms will not be processed)
- receipts are to be stapled to the form in the order in which they are entered on the form
- any Expense Statements submitted without appropriate documentation will not be processed and will be returned to the approver

Expense Statement reimbursements are processed and deposited each Friday directly into each employee's bank account.  Claimant's are required to have the approved Expense Statement to Accounting by Monday at noon to guarantee payment on Friday.  Although the original expense claims are kept on file in Accounting, employees are responsible for keeping track of their own claims.

If there are bank account changes required in relation to Expense Statement reimbursements, please notify Accounting.

Please see the Administrative Operating Procedure - Travel and Other Expenses for further information on rules and principles relating to the reimbursement of travel and other expenses.

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For additional information, please contact: Mark Morden – Manager, Accounting Operations