

## **Expense Reimbursement Policy**

- When needed, a staff member can make minor purchases out of pocket with the approval of the Principal and can request reimbursement by filling out a Reimbursement Form. The reimbursements will be processed at the end of each month.
- No individual employee can request and claim reimbursement on behalf of the School without the approval of the School Director/Principal. The employee will be personally liable for the unauthorized purchase or order.