



Reimbursement Policy

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at Legacy Academy of Excellence.

Approved business expenses are the reasonable and necessary expenses incurred by staff members to achieve legitimate business purposes that are not covered by normal School procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The School pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other School staff members. The most senior School individual present is to pay for and report all expenses.

The School will make every effort to have a master account set up for School-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The School pays for entertainment expenses only when they clearly benefit the School and include customers and are promotional in nature. The most senior individual present is to pay for and report all expenses.

Technical and Training Seminars

The School pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Managers.

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the appropriate Company officer. The School does not reimburse cost over \$25 for business gifts.

Other Expenses

The School will pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.