



Staff Reimbursement Policy

PURPOSE

The purpose of this Staff Reimbursement Policy is to outline the guidelines and procedures for reimbursing employees for out-of-pocket expenses incurred for approved business-related activities. Reimbursements are intended to be a last resort, as all expenditures should receive pre-approval through the procurement process to ensure alignment with YES For Early Success's budget and financial policies.

POLICY OVERVIEW

1. PEX EXPENSE CARD USAGE

- All staff are required to utilize their PEX expense card for business-related expenses in compliance with YES For Early Success's procurement policy. This adherence is a requirement by the Department of Children, Youth, and Families (DCYF) for all ECEAP personnel.
- Reimbursements will only be considered in situations where the PEX card was not usable or available, with a detailed explanation required.

2. PRE-APPROVAL REQUIREMENT

- All anticipated expenses must be pre-approved by the appropriate supervisor or department head, and processed through the procurement system whenever possible.
- Only essential expenses incurred in situations where pre-approval was not feasible will be considered for reimbursement.
- Staff should provide an explanation if pre-approval was not obtained or if the PEX card was not utilized.

3. ELIGIBLE EXPENSES

- Expenses that qualify for reimbursement include approved travel, minor office supplies, or other incidental items essential to YES For Early Success activities.
- Reimbursement will not be approved for personal expenses, unapproved purchases, or any items not aligned with YES For Early Success's mission or budget.

4. REIMBURSEMENT SUBMISSION PROCESS

- A Staff Reimbursement Form must be completed and submitted with detailed receipts and any relevant documentation (e.g., event invitations, travel itineraries).
- The form must include a description of the expenses, date incurred, business purpose, and reason for any lack of pre-approval or PEX card use.
- Requests for reimbursement should be submitted within 30 days of the expense being incurred.

5. APPROVAL AND PROCESSING

- Reimbursement requests are reviewed by the finance team for compliance with policy.
- Approved reimbursements will be processed within 15 business days of submission and paid via the next payroll cycle.

6. EXCEPTIONS AND DISCRETIONARY APPROVALS

- In exceptional cases, if a necessary expense falls outside typical guidelines, a written request must be submitted to the Chief Financial Officer for consideration, cfo@yesforearlysuccess.org.



Staff Reimbursement Form

YES FOR EARLY SUCCESS STAFF REIMBURSEMENT FORM

Employee Name:

Region:

FSM/C-Suite:

Date of Submission:

EXPENSE DETAILS

Date of Expense	Description of Expense	Business Purpose	Pre-Approval & PEX Use (Y/N)	Amount

Total Amount for Reimbursement: \$ _____

REASON FOR LACK OF PRE-APPROVAL OR PEX USE (IF APPLICABLE):

Employee Certification:

I certify that the expenses submitted are accurate, related to YES For Early Success business, and that I have attached all necessary receipts and documentation.

Employee Signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Finance Department Approval: _____ Date: _____