



## **WEBBER ACADEMY**

### **Policies & Internal Control Procedures - Employee Reimbursements**

#### **EMPLOYEE REIMBURSEMENTS**

Employee reimbursements are processed through the general disbursement system. An employee reimbursement form is used for documentation of the reimbursement request, along with receipts / invoices / etc. to document purpose of reimbursement. Reimbursements are approved by the Academy Superintendent and forwarded to the business manager for recordkeeping and entry into the GL system. Entered reimbursements are maintained in a folder in the front office.