

Reimbursement for Work Related Expenses

Reimbursement may be authorized by your manager/supervisor for expenses directly incurred in the performance of activities for APC in accordance with the approved budget for that program.

For those approved programs, employees will be reimbursed for travel within the IRS approved rate per mile if the use of their own personal vehicles is involved. Eligible employees must maintain mileage records on expense forms provided by the agency.

Lodging, meals, telephone, parking and registration costs for job-related conferences, meetings and other activities may also be reimbursed at the discretion of your department manager. Receipts must be obtained for all expenditures for which reimbursement is requested and such requests must be contained on the reimbursement form. Requests for reimbursement must be submitted within a timely manner to your supervisor or their designee within 60 days of incursion. For additional information on specific reimbursement policies, please ask your supervisor.

Interested in attending additional trainings for your professional development? We have a new reimbursement program! Talk to your supervisor for the complete details. You can also find the training reimbursement procedure and request forms in BambooHR>Files>Training.