

SHELBY COUNTY EXPENSE REIMBURSEMENT POLICY
EFFECTIVE _____

Any Elected Official, department manager or employee of Shelby County will adhere to the following policies concerning reimbursement for an out of pocket expense paid by that EO, manager or employee.

1. Only in EMERGENCY situations and upon notification to the County Treasurer, will an out of pocket purchase be reimbursed.
2. A "verifiable" "PAID" receipt must be presented to the Treasurer along with a complete description of the purchase. If only an item number is listed, then a detailed description of the item must be included. This is to ensure accurate accounting of the expense.
3. The receipt must be signed by the individual that is requesting the reimbursement.
4. If the purchase was made by cash, the store will be contacted to verify the purchase.
5. A credit card receipt alone will not be reimbursed. A detailed copy of the invoice must accompany the receipt.

We have charge accounts at most locations in the county and beyond. If you want to purchase something from a location where we do not have an account, please ask if we can open one and contact the County Treasurer.

Online purchases to the employee's personal credit card should be only used if the item is not available from another source that will accept a county check. As long as the purchase is verifiable and from a trustworthy company, we can pay in advance with the order. Receipts must be provided as soon as the product is received.