Employee Expense Reimbursement Procedures

Travel Expense Reports

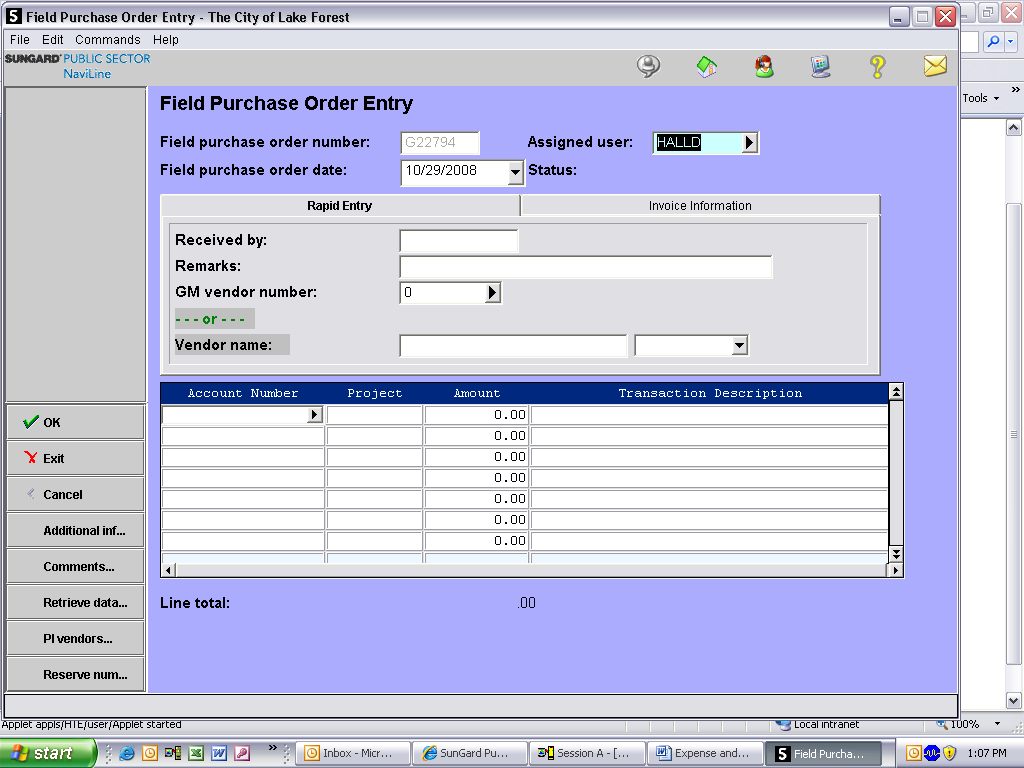
1. The City of Lake Forest Travel Expense Report must be completed for all travel expenses.
2. Please include the name of the employee to be reimbursed along with the Department.
3. All meals are reimbursed at the current Per Diem rates. (Breakfast - $12.00, Lunch - $18.00 and Dinner - $41.00) Receipts are no longer required. Meals will be reimbursed after the conference and the travel expense report has been completed.
4. A copy of the conference brochure and registration must be attached to the travel reimbursement form.
5. Detailed hotel bills are required for reimbursement.
6. Mileage will be reimbursed at the current IRS rate of 56.0 cents per mile. This normally changes January 1st of each year.
7. All other amounts over $25.00 must have a receipt attached for reimbursement.
8. The purpose and location of the travel must be noted on the form.
9. The account number to charge the expense must be on the form.
10. Both the employee and supervisor must sign the form prior to submitting to Finance.
11. All forms must be received by the Accountant by noon on Monday to be included in that week’s check run.

Other Employee Expense Reimbursement Requests

1. The City of Lake Forest Expense Report must be completed for all reimbursable expenses.
2. Please include the name of the employee to be reimbursed along with the Department.
3. The purpose of the items to be reimbursed should be noted on the form. For example, if there are parts to be reimbursed indicate the project that the parts will be used for.
4. All receipts must be attached to the form.
5. Both the employee and supervisor must sign the form prior to submitting to Finance.
6. The account number to charge the expense must be noted on the form.

The City of Lake Forest Credit Card Processing

1. All City credit card statements will need to be signed by the credit card holder and Department Head. All City credit card statements issued to Executive Staff will need to be signed by the credit card holder and City Manager.
2. Each receipt needs to be reviewed by the Department Head. Executive staff must have the City Manager review each receipt.
3. Any individual purchases over $1,000 will require a Finance signature on the statement prior to payment. This can be after the purchase order has been completed.
4. The business purpose for items over $1,000 must be noted on the credit card statement.
5. For Field Purchase Orders (FPO), in the Transaction Description field indicate the description of the purchase for each line.



1. For Purchase Orders (PO) a description of the items purchased should be entered on the reason line or for each individual line item entered.
2. All receipts must accompany the statement to Finance,