

Town of Starksboro Reimbursement Policy

Whenever possible, all purchases should be made through a vendor with whom the Town has an existing account and who allows for tax-exempt purchases.* (See list of house accounts)

Authorized purchasers with town credit cards (Town Administrator, Town Clerk, Road Foreman) should use their cards for all purchases that cannot be made on an account. Authorized purchasers without a town credit card should use the following process:

1. Complete the reimbursement form provided by the town office to track your expenses
2. All itemized receipts must be provided with the reimbursement form. The more documentation that can be provided the easier it makes the job for accounts payable processing.
3. Note that sales tax will not be reimbursed.**
4. Please refer to the list of cost codes and provide the appropriate code with your submission.

The expense reimbursement process is time limited.

All receipts, documentation, and requests must be provided within 4 weeks of the purchase. The necessary information should be sent to the appropriate supervisor or project manager for approval and then submitted to the Treasurer for processing.

Staff members should submit to their supervisor. Librarian, committee members, and volunteers to the Town Administrator (i.e. Food Shelf Coordinator, Garden Coordinator, Sports Program Coordinator, etc.). If there are any questions, please direct them to the Town Administrator for further information.

Reimbursements older than 30 days will not be reimbursed without prior written approval by the Town Administrator (relevant reason for delay must be provided for any exception to be considered).

The Selectboard is responsible for reviewing accounts payable and all financial transactions. Reimbursements will be reviewed as part of the financial oversight performed at the regularly scheduled board meetings the first and third week of each month unless otherwise noted.

Reimbursement form

This form can be completed online or by hand and submitted to the town office for processing. Receipts can be left at the town office during business hours or left in the drop-box outside the office when closed. Please note when your reimbursement request was sent to ensure documentation was received.

***If a new account is needed**, a request should be made to the TA for processing in advance of purchasing. The TA will coordinate with the Treasurer to ensure necessary accounting and documentation is in order. Account statements and invoices shall be sent to the town PO Box for receipt and processing.

***If you need a tax-exempt certificate, please request from the TA at least one week prior to the purchase.** You must provide the name, address, and contact details for the entity from which the purchase(s) will be made for the form to be completed.

