



State of Louisiana
Division of Administration
Office of Technology Services

POLICY NO. 8

EFFECTIVE DATE: December 21, 2015

SUBJECT: Miscellaneous Expense Reimbursement Policy

AUTHORIZATION: 
Richard "Dickie" Howze, Chief Information Officer

I. PHILOSOPHY AND PURPOSE:

In certain circumstances the employees of the Office of Technology Services (OTS) may be required to incur miscellaneous expenses as a necessity to ensure the continuity of operations of the Division of Administration (DOA), OTS or a partner agency. The OTS CIO or his designee at his discretion may reimburse employees with documented business need and receipt of the expenditure in order to avoid interruptions in service and/or critical technology functions.

- When funding is available, and
- In compliance with this policy and approval by the CIO or his designee.

II. APPLICABILITY:

This policy is applicable to all OTS employees.

III. POLICY:

In order for a miscellaneous expense to be considered for reimbursement it must have at least one of the following attributes:

- The expense is directly related to the employee's job or job series.
- The expense is directly related to an emergent need by OTS or a partner agency to avoid critical service interruptions.

IV. PROCEDURE:

The original receipt(s) and business necessity of the expense(s) for an employee or group of employees must be documented by the supervisor on a signed OTS Miscellaneous Expense Reimbursement Form, reviewed and then presented by an OTS section head to the CIO or his designee for approval. When possible, transactions should be approved by ~~the employees' supervisor prior to purchase.~~ Reimbursement decisions made by the CIO or his designee are final.

The OTS Miscellaneous Expense Reimbursement Form is located at: <http://www.doa.la.gov/Pages/ots/Policies.aspx>. Once the form is approved, it will be processed by OFSS. A reimbursement check will be issued to the employee.

V. RESPONSIBILITIES:

CIO or his designee is responsible for:

Reviewing miscellaneous reimbursement requests submitted by OTS Section Heads.

Communicating the status of the request to the OTS Section Head.

Maintaining the official supporting documentation for all miscellaneous expenses reimbursed under this policy for a period of five years for audit purposes.

OTS Section Heads are responsible for:

Reviewing miscellaneous reimbursement requests and making recommendations for reimbursement based on the documented business case to the CIO or his delegate.

Ensuring all required documentation meets the requirements for reimbursement as outlined in this policy.

Communicating approvals or changes in miscellaneous reimbursement request eligibility to supervisors under their supervision.

OTS Supervisors are responsible for:

Reviewing miscellaneous reimbursement requests to ensure compliance with this policy.

Submitting compliant requests with the documented business case and receipts to the OTS Section Head.

Communicating approvals or changes in miscellaneous reimbursement request eligibility to employees under their supervision.

OTS Employees are responsible for:

Obtaining prior approval for the miscellaneous expense when possible.

Documenting the business need for the miscellaneous expense.

Providing an original receipt for the miscellaneous expense.

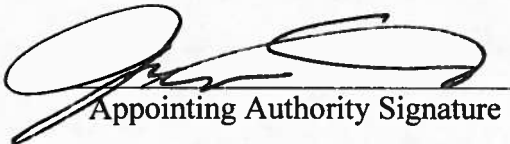
Providing other documentation as needed or requested for the purpose of fulfilling the requirements of this policy.

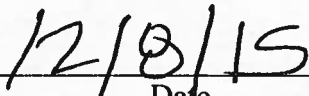
VI. VIOLATIONS:

Employees who violate this policy may be subject to discipline, up to and including dismissal.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Director of Strategic Planning and Administration at (225) 342-7105.


Appointing Authority Signature


Date

State of Louisiana
Office of Technology Services
Miscellaneous Expense Reimbursement Form

Agency: OTS				Date of Request:	Purchase Date:	Total Purchase Amount:
Agency #:	Cost Center/Org:	Object:	RCAT:	Sub Object:	Amount:	
Agency #:	Cost Center/Org:	Object:	RCAT:	Sub Object:	Amount:	
Agency #:	Cost Center/Org:	Object:	RCAT:	Sub Object:	Amount:	
Description of Purchase:						
BUSINESS REASON FOR PURCHASE (MUST BE COMPLETED)						
Employee Name:			Employee ID Number:	Employee Mailing Address:		
FOR OTS OFFICE USE ONLY						

Submitting Supervisor Signature

Date

OTS CIO/Deputy CIO/Authorized Signee Signature

Date