

**Miscellaneous Payments
Payments, Refunds, Reimbursements & Vendor Codes
Employee Reimbursements**

Functional Area: Claims and Payments

Process: Miscellaneous Payments/IAS Financial Management

Sub-Process: Payments, Refunds, Reimbursements & Vendor Codes

Task: Employee Reimbursements

Primary Procedure

Owner: Miscellaneous Payments, Voucher Examiner

Secondary

Procedure Owner: Miscellaneous Payments, Supervisory Accountant

Additional

Procedure Owner: Miscellaneous Payments/IAS Financial Manager, Branch Chief

Last Revised Date: July 2008

Effective Date: July 01 2008

Authority: Forest Service Manual 6500, Chapter 6540, WO 6500/6300 letter of 01/18/2008 ?
?Employee Reimbursement? WO 6300/6540 letter of 06/30/2008 ? ?Clarification
of Employee Reimbursements for Supplies/Services? and WO 6180 letter of
03/14/2008 ? ?Reimbursement for Professional Liability Insurance (PLI)?

**Procedure
Overview**

The purchase of goods or services must be properly approved before purchase. Acquiring or entering into an agreement to acquire goods or services without proper advance authorization is a violation of procurement regulations. Further, reimbursements cannot be made in advance of the expense. Any violation of procurement regulations must be brought to your local Acquisition Management staff for ratification.

This procedure outlines the steps for payment of employee reimbursements not processed by another method. Employee reimbursements include health and wellness reimbursement, professional liability insurance, personal protective equipment that was not available through the normal procurement procedures with prior approval, authorized medical expenses not provided by Agency Provided Medical Care (APMC), and Washington Office carpool parking reimbursement.

In accordance with the WO 6300/6540 letter issued on 06/30/2008, ?Effective the date of this letter, requests for reimbursement for purchases made outside of the urgent or unforeseen public necessity and without statutory authority will not be paid. Please work with your supervisor to ensure proper detailed justification supports emergency purchases BEFORE submitting your reimbursement request to ASC B&F.?

In accordance with the WO 6300 letter issued of 01/18/2006, ?Employee Reimbursements?, employee reimbursements equal to or less than \$250 may no longer be paid by convenience checks. Requests for reimbursement must go to ASC for payment. Requests for reimbursement of local travel must be submitted through a travel voucher. Emergency purchases that have not been pre-approved require ratification by the local procurement authority.

Responsibility

Employee

Procedure

1. Complete a Request for Reimbursement Form, FS 6500-229 [Request for](#)

[Reimbursement Form](#)

Block 1 (Organization): Enter name of employee's organization

Block 2 (Claimant): Enter name and office telephone number

Block 3 (Expenses): Enter
(a) Dates expenses were incurred;
(b) Code for type of expense;
(c) Explanation for expense;

Block 4 (Amount Claimed): Enter totals of columns f and g.

Complete Block 5 (Accounting Classification): Enter valid budget organization code (sometimes referred to as 'override?') and Job Code, which can be obtained from the supervisor.

Complete Block 6 (Reference Numbers): Enter requisition number or obligation number, if available.

Sign in Block 7. Your supervisor will sign in Block 8.

Attach supporting documentation to Request for Reimbursement Form. This documentation includes original invoices or receipts for expenses to be reimbursed. In addition, the following supporting documentation is required:

Employee

Professional Liability Insurance:

- o The Certificate of Insurance for the professional liability insurance policy issued in the employee's name.
- o Proof of payment for the annual premium on the policy (if you pay for insurance by payroll deductions you will need to pay for a full year first or for the rest of year if just starting, then request proof of payment from the insurance company)
- o Employees in supervisory positions at incidents need to provide a copy of their Red Card for the current year, which has their name and the Incident Command System positions for which they are qualified.

NOTE: Human Capital Management (HCM) provides a listing of managerial/supervisory and law enforcement employees that are eligible for reimbursement to ASC-BF (Miscellaneous Payments). ASC-BF will verify the employee is on the list. Names not appearing on the list will be verified through HCM or returned to the employee

Employee Supervisor

2. **Sign in Block 8.**
Print Name and Title.

Employee Supervisor

3. **Fax the completed Request for Reimbursement Form, and supporting documentation to ASC at 1-314-457-4423. ASC employees can submit hard copy documents to Miscellaneous Payments(MPAY)/IAS Financial Management for scanning by MPAY.**

Employee Supervisor

4. The FS-6500-229 Request for Reimbursement Form and supporting documentation is an official payment document and must be securely filed and held per retention period found in FSH 6209.11 Records Management Handbook.

Voucher Examiner (ASC)

5. **Review Payment Request Package for:**
Request for Reimbursement Form
Signatures of employee and supervisor
Invoices or Receipts
Other supporting documentation

