

# Reimbursement Policies and Procedures

This document details Timbuktu Academy expense reimbursement policies and lines of authority to approve expenditures and financial commitments.

Reimbursement requests require an invoice, receipt, or written documentation of expenses incurred by officers or staff. However, expenses incurred without prior approval may not be reimbursed, since the leadership team have the right to deny reimbursements that they deem inappropriate or questionable.

*Policy:* Prior to making financial expenditures or commitments on behalf of Timbuktu Academy the office or staff member must obtain authorization. This authorization ensures that funds are distributed appropriately and in accordance with guidelines from the Timbuktu Finance Policy and procedures manual

*Procedure:*

1. Obtain Authorization - Send email to the School Leader and detailing the need and anticipated cost. Refer to the Check Request for additional details to include in email. Indicate one of the general categories below:
2.
  1. Meeting food and beverages
  2. General printing and postage (specify purpose and amounts for each)
  3. General communication (such as telephone)
3. Fill out the Check Request
4. Scan supporting documentations (e.g., invoice, receipts) alone with
5. Email the scanned document to School Leader and School Finance Officer
6. The School Leader will notify the requester when the check request

*Policy:* The School Finance Officer is not permitted to disburse funds without authorization from the School Leader. The individual requesting the funds and the school leader approving the disbursement **cannot** be the same. If the Finance officer requests a disbursement, approval from two additional leaders is required and an authorized officer/signer, other than the School Leader, should issue the check.