**Non-Represented / Mid-Level Employee Information**

Attached is your approved Employee Driver Identification (EDI) form. You **will need to report your IRS Primary work site,** as indicated on the bottom of the EDI form in the Business Office section, **on the top** of the **old Reimbursement Claim Form**.

Reimbursements for travel expenses **must** be submitted on the appropriate claim form, have the appropriate approval signature(s), and contain the following information: **1)** accurate dates of travel, **2)** departure and destination points, **3)** reason**/**nature of the business for which the expense was incurred, **4)** and an accurate account of mileage traveled if reimbursement is being claimed.

Mid-Level & Non-Represented employees **must** use the old Reimbursement Claim Form. Do not use the new Mileage**/**Tolls**/**Parking Claim Form intended for COMBO & OCMBFT employees.

**DUE DATES FOR REIMBURSEMENT CLAIMS (Per Policy #5212 – Revised 4/18/13)**

Expenses claimed for reimbursement must be submitted at the very least **quarterly**, to ensure payment from the appropriate fiscal year’s funds.  **Employees who travel frequently should consider submitting claims on a monthly basis.** Supervisors may also require employees to submit claims monthly.  The **Quarterly** claim submission **schedule** is as follows:

|  |  |
| --- | --- |
| **MONTH in which EXPENSES INCURRED:** | **DUE in the Business Office NO LATER THAN:** |
| **June, July, August** | **September 30** |
| **September, October, November** | **December 31** |
| **December, January, February** | **March 31** |
| **March, April, May** | **June 30\*** |

**\*June expenses for funded programs with end dates in June must be submitted by June 30.**

Please note that Expense Reimbursement Claim Forms received in the Business Office after the identified dates, will be processed after all timely submissions and may result in substantial delays in payment.