

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines- Expense Reimbursement</i>	SOG #101-019
		Initiated: October 2020
Approved: Chief Christopher J. Reynolds	Revised: September 2023	

Description: This SOG outlines the process for member reimbursement for goods, services, or expenses personally purchased for the usage or on behalf of the organization. Purchases on behalf of the organization shall be made with an organization account or cards whenever possible.

Purpose: This SOG is an adjunct to the LPEMS (LPCCA) Bylaws and/or policies and procedures set forth by the Board of Directors. It primarily focuses on addressing the administrative gap between expense reimbursement for necessary operational items and travel expenses which are clearly defined in existing SOG's.

Procedure:

1. All purchases require pre-approval from the Chief or Director.
2. Reimbursable expense purchases may not exceed \$500.
3. Expenses more than \$501 require Chief and Director approval and shall be purchased via organizational means.
 - a. The Chief and/or Director will receive BOD approval prior to authorization.
3. All purchases will follow the LPEMS (LPCCA) Bylaws & BOD Procedures.
4. Unless otherwise authorized, approved procurement requests will be facilitated and processed through the proper Committee Chair.
5. Packing slips, receipts, invoices, and other proof of purchase must be remitted to the Director once approved items are received.
6. Once a receipt is obtained and verified by the director, members will have a check processed most often on the same day but could be up to the next business day.

Reimbursable purchases include but may not be limited to the following categories:

1. Tailoring services for updating uniforms.
2. Tailoring services for hemming
3. Minor vehicle parts and equipment
4. Miscellaneous station supplies
5. Emergency Ambulance Fuel
6. Miscellaneous cleaning supplies
7. Miscellaneous office supplies
8. Approved working lunch expenses.
9. Approved training classes
10. Approved training meals