

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0407 (FS) Subject: Activity Reimbursement  
Effective Date: 07-12-94 Last Revision: 02/22/2023  
Person Responsible: Communications & Community Engagement Manager

Approvals/Date: Brent Baer 2-23-23 Stacy Cox 2/22/23  
Superintendent, WCBDD Date Department Director Date

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| 1. In order to be reimbursed for any activity expenses incurred while implementing other community-based recreation and leisure, staff must fill out the Activity Reimbursement Request form, 03-ALL-ALL-0084, prior to incurring expenses.  |
| 2. Supervisor will review to ensure expenses are necessary, then approve/disapprove and return to staff.   |
| 3. Staff will pay for expenses upfront as needed and complete an Expense Reimbursement Form 03-ALL-ALL-0084 per procedure 02-ALL-ALL-0297 (FS).  |
| 4. The supervisor will review the Expense Reimbursement Form for approval/disapproval of expenses and forward to fiscal office.  |
| 5. Fiscal Office will review the form for payment. Only completed forms with the appropriate approvals will be accepted. Incomplete forms or forms without approvals will be returned to the employee. Once corrected, the Expense Reimbursement Form may be forwarded back to the Fiscal Office for payment. This may result in a delay in reimbursement. |
| 6. There will be no exceptions to this reimbursement procedure unless written approval is received from the Superintendent.  |

References: 02-ALL-ALL-0297 (FS)

Forms: 03-ALL-ALL-0084  
03-ALL-ALL-0218

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