



## MITTEN EDUCATIONAL MANAGEMENT

### Expense and Mileage Reimbursements

Expenses incurred on behalf of Bay City Academy/North Central Academy shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a school related purpose authorized, in advance, in accordance with any applicable administrative guidelines.

Payment and reimbursement for expenses and mileage shall be approved by the Superintendent, or by the Assistant Superintendent. If expenses have not been approved before purchase, the reimbursement may be denied.

Employees are expected to exercise the same care incurring expenses that a prudent person would exercise if expending on personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, drugs, fines for traffic violations and the entertainment of spouses or guests.

Please follow the steps stated below to be reimbursed for expenses and mileage:

1. Discuss your purchase request or travel with the Superintendent or Assistant Superintendent beforehand.
2. Once the Superintendent or Assistant Superintendent approve the expense you may proceed with the purchase or travel.
3. Once the purchase has been completed, submit receipts to Accounts Payable OR once travel has been completed let Accounts Payable know what day and the purpose of your travel.
4. Accounts Payable will fill out an Expense Reimbursement form based on the receipts for expenses to be reimbursed OR Accounts Payable will fill out a Mileage Reimbursement form based on the date and purpose of travel.
5. Accounts Payable will send the forms via PandaDoc to you and the Assistant Superintendent to be signed and dated.
6. Once all signatures have been received, Accounts Payable will print the document off and submit it to Paypool for reimbursement.
7. A check will be sent to your home address within one week of the document being submitted to Paypool.

For further explanation or questions,

Accounts Payable  
(989) 284-3988  
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