GLENDALE
COMMUNITY COLLEGE

Information and Tips

- **All reimbursements are required to be pre-encumbered.** *Reimbursement submissions that are not pre-encumbered will not be honored.*
- **Reimbursements will be limited to TOPS Managers only.** *Please contact Business Services/Purchasing Manager should an exception be needed.*
- **Uniform Reimbursements** – the allotted amount remains the same. An approved requisition and reimbursement form must accompany all uniform reimbursements
- Pre-approved Blanket POs for reimbursements will require submission of the reimbursement form, along with the receipts, as needed.
- Office supplies will not be reimbursed. Office Depot or Amazon are acceptable office supply vendors; please plan your office supply needs accordingly. *Exceptions will be made for a supply not carried by the two listed vendors.*
- The District approved reimbursement amount is $250. Any amount more than $250 needs to be approved by the Purchasing Manager before submitting the requisition.

**Please note that there is a two-step process for all reimbursement requests. **

Pre-encumbrance requisition requirements:
- Approved requisition;
- Ensure that the referenced account has the budget for this expenditure
- Provide a justified business explanation
  - Example: Student Welcome Day event Aug 24, 2023

Final reimbursement submission requirements:
  - Original/Emailed receipts are required;
  - Completed Expense Reimbursement form (available in via this link);
  - TOPS manager approval.

- All fields must be completed before submitting an Expense Reimbursement; any missing information will delay the processing of your reimbursement;

Reimbursement Form

All highlighted fields are required. Incomplete submissions will be returned to the department. Please review the steps below.

1) Employee Name: the individual requesting the reimbursement
   Manager Name: TOPS Manager / Department Head
   Account: charge account being used
2) Oracle requisition submission & PO number
   - E-req#: this is the electronic requisition number populated by Oracle; leave this blank if your pre-encumbrance was submitted via a paper/emailed requisition
   - PO#: all pre-encumbered expenses can be found in Financial Reporting; the PO can be found here
3) Expense Period: The month/date in which expenses occurred
4) Business Purpose: Brief business justification for the expense

Expense Reimbursement

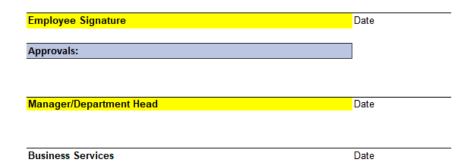|	
E-req#:	
Employee Name:	**PO#:**
Department:	
Manager Name:	
Account:	Expense Period
	From: 1/1/2023
	To: 1/31/2023
Business Purpose:	
Faculty Training/Meeting Jan 11, 2023	

5) <u>Itemized Expenses:</u>

List all vendors

- Date: Expense date
- Description: Provide a brief description of the expense. Each vendor must be listed separately if you have purchased from multiple vendors (as in the provided example).
- Category: Select one of the listed options
- Cost: Amount spent per vendor/receipt

Itemized Expenses

DATE	DESCRIPTION	CATEGORY	COST

Category Options (select one):

Business Meals; Dry Cleaning; Dues; Instructional Meals;

Instructional Supplies; Postage; Other

SUBTOTAL	$0.00
Less Cash Advance	
TOTAL REIMBURSEMENT	$ -

Don't forget to attach receipts!

6) Required Signatures

- Employee requesting the reimbursement

7) Final TOPS manager approval

Employee Signature   Date

Approvals:

Manager/Department Head   Date

Business Services   Date