

## SAGE Academy

## Policy # 412 - Expense Reimbursement

Expenses incurred by a member must have prior approval. An example of such an expense might include mileage. The reimbursement request will be processed like an invoice. Within 60 days of when the expense was incurred completed reimbursement request forms should be turned in to the Office Manager.

Adopted Date: 12/9/10 Reviewed: 4/17/14 Revised Date: 5/5/14 Page 1