

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4133.1 / 4233.1

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

**REVISED: 03/12/98
01/22/19**

SUBJECT: Lost Receipts

This policy is to establish a procedure to allow reimbursement of employee expense when required receipts are lost or destroyed prior to submittal for reimbursement. This procedure shall not apply for reimbursement of non-employee expenses; i.e. Independent Contractors or Workshop Speakers that would otherwise be eligible for expense reimbursement.

This policy shall apply to all types of receipts required for employee reimbursement when there is no means of obtaining a duplicate receipt; i.e. taxi, parking, meals. It shall not apply to lodging and other receipts which can be replaced by requesting a duplicate from a vendor.

To claim reimbursement for an item that requires a receipt when the receipt is lost, the individual employee will submit a "Certification of Lost Receipt (Exhibit 1)" to the Department Head for consideration. The Department Head will make a recommendation to the Superintendent to either reimburse the employee or to deny the request. The "Certification of Lost Receipt (Exhibit 1)" will then be approved or denied by the Superintendent and returned to the individual.

If approved, the "Certification of Lost Receipt" will be considered a receipt for purposes of the Business Office's processing of the claim.