



Policy No. GP-2025-02
Credit Card Reimbursement Policy
Motion: 2025-031

Policy Purpose

This policy is established to ensure proper documentation, accountability, and transparency for all credit card transactions and reimbursement requests made on behalf of the Town of Raymond.

Credit Card Transactions

All employees, officials, or other authorized personnel using the Town of Raymond's credit card must adhere to the following procedures:

1. Uploading Receipts
 - a. All receipts for credit card purchases must be uploaded to the Town's QuickBooks system within one (1) business day of the transaction.
 - b. The receipt must be scanned or photographed clearly, ensuring all details are legible (date, vendor, amount, and items purchased).
2. Memo Tab Requirements
 - a. Each uploaded receipt must include a detailed explanation of the transaction in the memo tab, including:
 - i. The purpose of the purchase.
 - ii. Any additional context required to justify the transaction as a legitimate Town expense.
 - iii. These details are essential to assist finance staff in properly allocating the expense to the correct budget line item, ensuring accurate financial reporting and compliance with budgetary guidelines.

Reimbursements for Meals

When requesting reimbursement for meal expenses incurred on behalf of the Town of Raymond, the following requirements must be met:

3. Documentation Requirements
 - a. Receipts must be uploaded to QuickBooks within one (1) business day of the meal expense.
 - b. The memo tab accompanying the receipt must include:
 - i. The names of all individuals who participated in the meal.

- ii. A clear reason why the meal was a work-related expense (e.g., business meeting, employee appreciation, training session).
- 4. Compliance with Town Policy
 - a. Meal expenses must align with the Town's budgetary guidelines and meal reimbursement limits, as applicable.
 - b. The Chief Administrative Officer (CAO) may approve an expense, including meal expenses, that does not align with the Town's reimbursement policy, at their discretion. Such approvals must be documented and retained for auditing purposes.

Enforcement and Accountability

- 5. Failure to comply with this policy may result in the following:
 - a. First Offense: Verbal reminder and requirement to upload receipt immediately.
 - b. Second Offense: Written warning filed with the Chief Administrative Officer (CAO).
 - c. Third Offense: Potential suspension of credit card privileges and/or further disciplinary action as determined by the CAO.

Amendments

- 1. Original Version: February 4, 2025
 - a. Motion: 2025-031