



Expense Reimbursement Policy 2023-2024

Expense Guidelines

BESCA is a non-profit organization that raises funds to support programs and staff at Booksin. Booksin volunteers, committee chairs, teachers and staff will incur expenses over the year that require reimbursement. These expenses will be reimbursed according to the guidelines below.

Individual Class Funds (ICF)

- **Individual Class Funds:** Each teacher receives funds to support their individual classroom.
- Expenses may only be used for **items that have instructional/educational value that enhance the students' learning experience.**
- Examples include: Classroom/Office/Student Supplies, Books, Supplemental Material for the Curriculum, Positive Reinforcement Prizes/Rewards, Toys/Games to Develop Ideas, Materials for Projects, Decorations for the Classroom to Enhance the Learning Environment.
- Basic need items (one time use) such as Kleenex, wet wipes, snacks, etc. may not be the intended purpose, but understandable within reason if outside resources are unattainable.

Grade Level Funds (GLF)

- **Grade Level Funds:** These funds support each classroom across a specific grade level.
- Grade level funds, are primarily for:
 - **field trips** (please budget for bus expenses - contact the front office for a quote)
 - **student experiences** (ex. field day, presenters, projects), along with
 - **educational supplies** (ex. planners, books, material).
- Grade Level Funds must be approved by the ***Grade Level Advisory Representative***.

Program & Event Funds

- Each program/event has a budget.
- The chair of the program/event is responsible for managing the budget.
- All expenses must be approved by the program/event chair before they will be reimbursed.
- Only budgeted items will be reimbursed.

Balances

- Teachers will be notified of initial IC/GL funds, and then remaining balances periodically.
- You may request your balance anytime by emailing treasurer@mybesca.com.
- Expenses that exceed the budgeted balance will not be reimbursed.

Budget Amendments

If an expense is not an approved BESCA budget item, please first go through the BESCA Budget Amendment Request process (<https://www.mybesca.com/budgetrequest>).

Forms

All FORMS can be found on [mybesca.com](https://www.mybesca.com) under +About (About BESCA) on the bottom of the page.

Policies & Deadlines

Policies

- Online Submission: *In order to receive a final approval by the BESCA President & the BESCA Expense Treasurer, **all reimbursements/payments requests need to be submitted through our online submission process below.***
- All Policy exceptions must be pre-approved by the BESCA Expense Treasurer.

Expense Deadlines

- Expenses incurred over the summer **must be submitted by September 30.**
- Expenses incurred after August 1 **must be submitted within 60 days** of the expense.

Reimbursement & Payment Requests

All reimbursement expenses and check requests are to be completed online via www.mybesca.com/expense.

To ensure timely processing of your expense reimbursement/payments, please follow these tips:

- **Scan all receipts/invoices as one pdf file.**
 - **Include legible, detailed receipts/invoices** that include a description of the item purchased with totals (*please no summary or shipping invoices*).
 - With online vendors such as Amazon and Target, *detailed receipts/invoices are easily accessible by selecting “View Invoice” or “View Order” in the Order sections, at which point the pages can be saved or printed.*
 - **Cash register receipts** should be photocopied and then included in the scan.
- **Additional Information:**
 - **Multiple receipts:** provide a breakdown of expenses with a final total. (This helps verify that all receipts were successfully uploaded)
 - **Adjustments:** note the breakdown with tax that is being excluded.
 - **Refunds:** include the refund documentation.

Processing & Distribution

- Reimbursement & Payment Requests will be processed and distributed **monthly**.
- *A monthly notification of submission due dates will be sent in the following manner:*
 - **Teachers & Staff** will be notified via direct email.
 - **Program Leads** will be notified via ***Konstella***. Please notify your teams.
- For those that submit an expense, an email notification will be sent when the check is ready.
- Checks will be located based on preferences listed during submission via the BESCA website.
- Checks to parents will be mailed home rather than left in the classroom.

All questions and urgent check requests should be sent to the BESCA Expense Treasurer: treasurer@mybesca.com