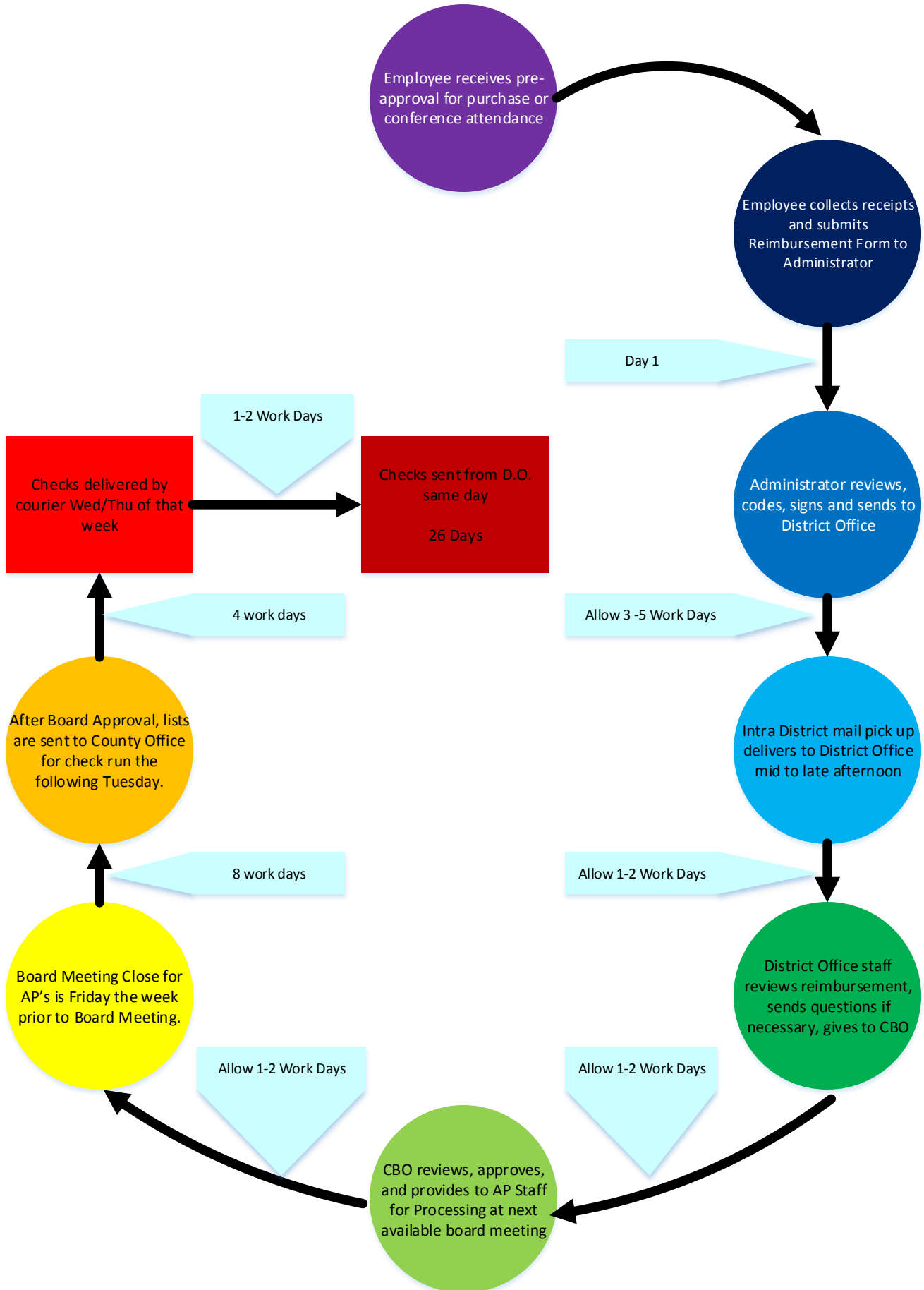


Konocti USD Employee Reimbursement Timeline



Konocti Unified School District

Flow chart for employee reimbursements

- Employee receives pre approval for purchase or conference attendance
- Employee collects receipts and submits Reimbursement Form, (Conference, Purchase or Mileage) to Administrator
- 3-5 Business Days: Administrators reviews, codes, signs and sends to District Office
- 1-2 days: Intra District mail pick up delivers to District Office mid to late afternoon
- 1-2 Days District Office staff reviews reimbursement, sends questions if necessary, gives to CBO
- 1-2 Days – CBO reviews, approves and provides to AP Staff for processing at next available board meeting
- Board Meeting Close for AP's is Monday the week prior to Board Meeting. This allows time for input, audit and preparing for board packets and submission no later than Wednesday week before meeting. (8 work days to board meeting)
- After Board Approval, lists are sent to County Office for check run the following Tuesday. Checks are delivered by County Courier on Wednesday or Thursday of that week. And sent from District Office Same Day. (4 days to printing, 2 days for sending)

So – let's back that up with a real life scenario – Need to Allow a minimum of 30 days:

- March 9th – checks sent to sites and mailed
- March 7th - Check Run
- March 1 - Board Meeting
- February 20th - Deadline for CBO to review and give to AP (we allowed an extra day due to Holiday – so Tuesday Feb 21)
- February 15th - Delivered to District Office no later than Wednesday afternoon (2 weeks prior to board meeting)
- February 8th or 9th - Given to Principal
- Before February 8th - Conference attended or items purchased

If Reimbursement Request is received in DO on Feb 22nd – it would go to the March 15th Board Meeting and a check anticipated in the mail on March 23rd.

If reimbursement is received in District Office on March 7th, it will go to the board on April 12, check issued on April 19th, mailed from DO on April 21st. Only one board meeting in April, so this timeline is stretched to over 45 days from time employee delivers to their supervisor.

Ver. 03/08/17