



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.30	Expense Reimbursement	PAGE: 1 OF 2
EFFECTIVE: 06/01/2012	Authorized: John Filer, Chief	
REVISED: 01/03/2018	Authorized: William Stephens, Director	

100.30.01 Purpose

To establish policies and procedures for expense reimbursements outside of those cited in the *Charles County Government SOP # FAS.2.002, Expense Reimbursements, Travel Requests and Advances.*

100.30.02 Relevant References

1. Charles County Government SOP # FAS.2.002
2. Charles County Policy and Procedures Manual, Chapter 1
3. Charles County Policy and Procedures Manual, Chapter 21
4. Charles County DES SOP # 100.07, Uniform Policy
5. Charles County DES SOP # 100.28, Procurement Procedures

100.30.03 General

This SOP is a Departmental adjunct to the aforementioned County policies and procedures. It primarily focuses on addressing the administrative gap between expense reimbursement for necessary operational items and travel expenses which are clearly defined in existing County policy.

100.30.04 Policy

1. All purchases require pre-approval from the Operations Chief and/or his/her designee.
2. Reimbursable expense purchases may not exceed the amount of nine hundred and ninety nine dollars (\$999.00).
3. All purchases will be in compliance with the aforementioned Charles County Codes and Department of Fiscal and Administrative Services policies.
4. Unless otherwise authorized, approved procurement requests will be facilitated and processed through the Logistics Section.
5. Packing slips, receipts, invoices and other proofs of purchase/travel must be remitted to Administration once approved items are received along with a completed *Expense Reimbursement Form (FAS-101)*.



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6. Reimbursable purchases include but may not be limited to the following categories:
 - a. Tailoring services for application and removal of uniform patches,
 - b. Tailoring services for hemming;
 - c. Tailoring services for Class A Uniform adjustments;
 - d. Reimbursable uniform items as defined in DES SOP # 100.07;
 - e. Minor vehicle parts and equipment;
 - f. Minor equipment parts and equipment;
 - g. Miscellaneous station supplies;
 - h. Miscellaneous cleaning supplies;
 - i. Miscellaneous office supplies;
 - j. Approved working lunch expenses as defined in CCG SOP # FAS.2.002.
 - k. Mileage for inter-station travel in a personal vehicle to and from scheduled duty stations on the same or congruent work shifts.

100.30.05 Procedure

1. Request pre-approval from Operations and/or Administration.
2. Refer to procurement procedures as outlined in DES SOP # 100.28.
3. Submit all packing slips, receipts, invoices and other proofs of purchase/travel to Administration along with a completed *Expense Reimbursement Form (FAS-101)*.
4. Administration will process and submit to Finance for reimbursement.
5. In most cases the employee will be reimbursed through Accounting in the form of a county issued check. This process may take up to two (2) weeks depending upon processing time and clarity of documentation presented. If the expense is of minimal amount and funds are available, expenses may be reimbursed through petty cash.