

**City of New Orleans
Chief Administrative Office
Employee Expense Reimbursement Policy**

POLICY MEMORANDUM NO. 145

June 23, 2021

TO: All Departments, Boards, Agencies, and Commissions

FROM: Gilbert A. Montañó, Chief Administrative Officer



SUBJECT: EMPLOYEE EXPENSE REIMBURSEMENT

I. PURPOSE.

This memorandum will provide regulatory and procedural guidance relative to City employee expense reimbursement. All classified and unclassified employees may qualify to be reimbursed for certain employee expenses, as provided herein.

II. DEFINITIONS.

A. Qualifying Expenses

Qualifying Expenses are expenses for items that are commonly accepted as necessary in an employee's field of trade, business, or profession, are required to perform the employee's job duties and/or responsibilities, and may be reimbursed, subject to Appointing Authority approval and annual budget appropriations.

B. Non-Qualifying Expenses

Non-Qualifying Expenses are expenses for items that are **not** commonly accepted as necessary in an employee's field of trade, business, or profession, or are **not** related to an employee's job duties and/or responsibilities. These expenses may not be reimbursed. Non-Qualifying Expenses also include purchases for which a specific procurement method is required by law or policy, thus prohibiting employee purchases and reimbursements for those expenses.

III. QUALIFYING EXPENSES.

The City of New Orleans may reimburse all classified and unclassified part-time and full-time employees for all qualifying expenses, including but not limited to:

- Travel expenses for City purposes, including food, mileage, etc. (refer to Travel and Business Expenses policy.)
- Conference fees
- Accommodations while attending meetings, conferences, etc.

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- Professional certification or membership fees required for the job and profession.

Employees must refer to their respective departmental HR manager prior to submitting a request for reimbursement to inquire as to whether the reimbursement is possible within the department's annual budget appropriation.

IV. NON-QUALIFYING EXPENSES.

Certain non-qualifying expenses will not be reimbursed by the City of New Orleans, including but not limited to:

- IT hardware and software
- Lost personal property
- Unauthorized meals/entertainment
- Fines incurred while operating a City vehicle
- Expenses for spouses who accompany employees on business trips.
- Unauthorized flight upgrades
- Certifications or membership fees not related to the employee's job or profession. However, the city may provide free internal continuing education courses for City employees. Employees should contact their Appointing Authority for annual updates.

Employees are not allowed to be reimbursed for the purchase of movables (as referenced in CAO Policy Memorandum No. 24) that are routine purchases for their department, such as office supplies.

V. DESCRIPTION OF NON-VENDOR PAYMENT FORM.

The City of New Orleans will use the City's Non-Vendor Payment process through the BRASS system to process payments for reimbursement. Employees must follow the Non-Vendor Payment Form for step-by-step instructions on how to properly submit a request for reimbursement to the Finance Department.

Please refer to the attached Employee Expense Reimbursement Flowchart and Non-Vendor Payment Form, which provide instructions on how to process reimbursements through BRASS.

VI. PROCEDURES FOR REIMBURSEMENT

Employees are required to complete the Pre-Approval Expense Form and submit it to their Appointing Authority for review and approval. The Appointing Authority's decision to approve or deny the request will determine if the employee may proceed in submitting the following packet to upload in BRASS: Non-Vendor Payment Form, Request for Payment Voucher – Vendor/Non-Vendor Form, and applicable receipts. Employees must keep all receipts relative to work-related expenses and submit hard copies to their Appointing Authority within 30 days of the expense. Qualifying expenses may be approved by the Appointing Authority if reimbursement is possible within the department's annual budget appropriation.

For additional information, please refer to the attached documents: Pre-Approval Expense Form, Non-Vendor Payment Form, BRASS Request for Payment Voucher – Vendor/Non-Vendor Form, and Employee Expense Reimbursement Flowchart.

VII. ADDITIONAL INFORMATION

For additional information on reimbursable expenses, the City has several active policies in place that have reimbursable expense features. Therefore, employees may reference the following policies for additional information pertaining to the specific subject matter if not included in this policy.

Policies specifically referencing reimbursable expenses:

Vehicle and Equipment Policy	No.5 (R)
Travel and Business Expenses	No.9 (R)
Auto Allowance and Mileage Reimbursement	No. 21(R)
Uniform and Tool Allowance	No. 39(R)
Petty Cash	No. 31(R)

VIII. INQUIRIES

Any questions concerning this memorandum should be addressed to the Department of Finance at (504) 658-1500.

Attachments:

1. Pre-Approval Expense Form
2. Non-Vendor Payment Form
3. BRASS Request for Payment Voucher – Vendor/Non-Vendor Form
4. Employee Expense Reimbursement Flowchart

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