

## **PMR REQUIREMENTS**

Employees must use the PMR form if they incur expenses such as hotel, meals and/or registration that need to be reimbursed. Please make sure the employee has attached documentation with a brief description of the meeting, date, location and cost. This could be an email solicitation/invite, registration form or website screenshot showing these details. We must be able to verify who the training or conference fee is payable to.

The completed PMR form must be submitted at least 2 weeks prior to registration deadline in order for NCOESC to pay the registration fee directly. Please complete the top portion and have the supervisor approve before submitting it to the superintendent to approve. Once the approved (PROCESSED) form has been returned to the employee, they are then allowed to register for the event.

Lastly, the bottom portion of the form should not be completed until AFTER the event. Once the event has taken place, the employee will complete the bottom portion of the form, attach all receipts and verification and submit it to their supervisor for approval.

### **PLEASE NOTE:**

- If the employee is not requesting reimbursement for registration, mileage, meals, hotel, etc. a PMR form is not needed. If the only cost incurred is registration and it is being paid directly to the vendor-you may create a requisition or use a multi-vendor PO to cover that expense.
- If mileage / parking / tolls are the ONLY expense needing to be reimbursed, you can have the employee submit it on the SCView mileage form. Be sure to attach any parking/toll receipts if needed.
- The PMR form should be signed by the employee and supervisor prior to it coming to Shane or Autumn for processing. At that time, we will verify that the vendor is set up as a vendor. The appropriate purchase order(s) will be created and a PROCESSED PMR form will be returned to the employee with appropriate purchase orders that the employee can then use to register for their event.
- If the employee is paying for registration and requesting reimbursement, a certificate of attendance or completion must be submitted when submitting the processed PMR form for reimbursement after the event has ended. A registration receipt verifying payment is also required.
- We are no longer issuing hotel checks directly to the hotel. We are finding that several hotels are not accepting checks. Getting the local tax amounts verified has also been an issue. We will now reimburse the employee for hotel costs. We will issue each employee a tax-exempt form with the processed PMR form to submit at check-in. If the hotel will not accept it, we will reimburse the employee for the taxes charged.
- No charges for alcohol shall appear on any receipts.
- Maximum 20% gratuity allowed for reimbursement.
- No delivery service fees will be reimbursed.
- Breakfast will not be reimbursed on the first day and dinner will not be reimbursed in the last day.
- We must have original, itemized receipts when requesting reimbursement. Credit Card slips that do not list the items purchased cannot be reimbursed.