



TITLE	POLICY NUMBER	
Reimbursement for Client Expenses	DCS 03-16	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Budget and Finance/Office of Accounting	10/27/16	0

Reimbursement for Client Expenses

I. POLICY STATEMENT

The Department of Child Safety (DCS) shall permit authorized staff to apply for reimbursement of meals, admission costs, or personal care items purchased for clients. These purchases shall be one-time, unrepeated events that serve a valid public purpose, i.e. consistent with relevant statutes, rules, and policies and in a way that does not promote the purely private or personal interests of any individual.

II. APPLICABILITY

This policy applies to Department employees who purchase meals, personal care items, admissions, or other items of nominal value for DCS clients.

Other Department policies and procedures that are consistent with this policy and other laws, rules, technical bulletins, policies, and procedures dealing with procurement, budgeting, or accounting may also apply.

III. AUTHORITY

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| A.R.S. § 41-773 | Causes for dismissal or discipline for employee in covered service |
| A.A.C. R2-5A-501 | Standards of Conduct |
| State of Arizona Accounting Manual (SAAM) | Topic 55, Section 36, Miscellaneous Employee Reimbursements |
| State of Arizona Accounting Manual (SAAM) | Topic 50, Section 95, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates |

IV. DEFINITIONS

Arizona Financial Information System or AFIS: Business management software featuring a combination of integrated applications that allows the State of Arizona to manage its business functions; it incorporates a variety of business areas such as budgeting, general and cost accounting, asset management, accounts payable, and accounts receivable.

Client: Any person who receives services from the Department.

Department or DCS: The Arizona Department of Child Safety.

Employee: Any full or part-time individual compensated under the authority of the DCS payroll system.

Human Resources Information Solution or HRIS: an integrated enterprise system that processes human resources, payroll, and benefits transactions for Arizona state agencies.

Office of Accounting: The unit within DCS Financial Operations responsible for establishing accounting codes, allocating costs to appropriate funding sources, meeting financial reporting requirements, managing payroll, and ensuring timely payments to providers and vendors.

SAAM: State of Arizona Accounting Manual. Available at: <https://gao.az.gov/publications/saam>.

Valid public purpose: The use of public monies in a manner consistent with relevant statutes, rules, and policies and in a way that does not promote the purely private or personal interests of any individual.

V. POLICY

A. The Department shall reimburse employees who incur out-of-pocket expenses purchasing meals, admission costs, or items of nominal value for children in the care, custody, and control of the Department. The Department shall not reimburse expenses in excess of actual cost incurred for meals and incidentals. Every effort must be made to provide meals or incidentals as economically as possible.

1. All meals and items must be itemized to reflect the actual amount spent, regardless of the state approved rate.

B. Purchases

1. Allowable purchases include:

a. Meals, not to exceed the meal reimbursement rates published in the [State of Arizona Accounting Manual, Topic 50, Section 95](#);

- b. Personal items such as toiletries, grooming products, non-prescription medication, etc.;
- c. Emergency incidentals such as diapers and clothes, up to \$100 maximum amount.
- d. The actual cost spent for food, beverages (excluding alcohol), taxes, and related tips may be submitted for reimbursement.

NOTE: Transportation costs such as airfare, bus fare, train fare, baggage fees, unaccompanied minor fees, hotel stays, and fuel are governed by the Travel Policy. Food purchased in bulk quantities is not governed by this policy, and must be purchased through DCS Procurement.

C. Timeliness of Reimbursement Claims

- 1. Reimbursement forms must be filed with DCS Finance/Accounting at site code C010-21 within 60 days after incurrence of the expense.
- 2. All claims not received within 60 days after the incurrence of the expense are untimely and will be considered delinquently filed. Delinquently filed claims must be approved by additional Department staff and require reasons for delinquent filing and process improvement action to preclude future untimely claims.

VI. PROCEDURES

A. The purpose of these procedures is to identify the:

- 1. Process to receive reimbursement for incidental expenses;
- 2. Responsibilities in order to receive reimbursement; and
- 3. Process for seeking reimbursement of an untimely filed claim.

B. Reimbursement Expenses

- 1. To record expenses incurred by employees on behalf of the State for purposes other than travel, and to effect proper reimbursement of those expenses through HRIS and accounting of those expenses through AFIS, employees must fill out the [DCS 1214A Client Expense Reimbursement](#) form.

C. Documentation

1. The individual seeking reimbursement retains copies of receipts and invoices until reimbursement is received.
2. If a correction to the [DCS 1214A Client Expense Reimbursement](#) form is required, the individual submitting the form shall draw a line over the incorrect item and write in the correction immediately above or below the item. Correction tape or fluids, as well as erasure, are prohibited.
3. Receipts are required for all purchases, unless a receipt is unavailable, in which case an explanation why a receipt was unavailable must be included in the [DCS 1214A Client Expense Reimbursement](#) form.
4. When claiming meals, the traveler must list the complete CHILDS Case Name/ID number and the CHILDS PID number.

D. Roles and Responsibilities

1. It is the responsibility of the individual seeking reimbursement to:
 - a. Seek reimbursement only for items which are eligible to be reimbursed;
 - b. Submit a complete and accurate [DCS 1214A Client Expense Reimbursement](#) form;
 - c. Submit a [DCS 1214A Client Expense Reimbursement](#) form in a timely manner (forms should be filed within sixty (60) calendar days of incurrence of the expense qualifying for reimbursement).
2. It is the responsibility of the Supervisor or Manager:
 - a. To review the form and approve the eligibility of the items listed on the form for reimbursement;
 - b. To review the form for completeness and accuracy;
 - c. Sign the form.
3. It is the responsibility of the Office of Accounting:
 - a. To review the claim for completeness and accuracy and process within two pay periods through HRIS; or

- b. To reject the claim if it is not completed, accurate, or in compliance with Statewide policies.

E. Untimely Filed Claims

- 1. The Office of Accounting reviews the submitted claim for accuracy, non-duplication and the appropriate approvals.
 - a. The Office of Accounting returns claims that are incomplete, duplicative, or lacking the appropriate approvals; or
 - b. The Office of Accounting routes the claim to the Accounting Administrator and the DCS Director for approval.
- 2. The Accounting Administrator and the DCS Director determine if the claim will be paid.
 - a. The Office of Accounting notifies the claimant that the claim is not approved; or
 - b. The claimant receives the reimbursement for the approved untimely claim.

VII. FORMS INDEX

[DCS 1214 A - Client Expense Reimbursement Form](#)