



3000 - Finance 650 - Employee Reimbursement

1. Policy

Providence Hall Charter School (PHCS) employees who use personal funds to purchase approved supplies or otherwise approved expenses on the PHCS' behalf, may receive reimbursement for the amount of approved documented expenses consistent with policies for all other PHCS expenditures and cash disbursements. Such reimbursement may or may not include reimbursement for sales taxes paid, consistent with the law.