

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 8.24	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: 4-4066	
CHAPTER: 8 ADMINISTRATION	SUBJECT: COMPREHENSIVE REIMBURSEMENT	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6517; 29 *Del C.* §8903

II. PURPOSE: To authorize reimbursement of work-related expenses.

III. APPLICABILITY: All Department employees, volunteers, persons or organizations conducting business with the Department.

IV. DEFINITIONS:

Reimbursable Expenses: Costs paid by employee out of pocket and reimbursed by the Department of Correction using State or Federal funds. Examples include approved tuition/course/books, damage to personal property not covered by the Delaware Insurance Coverage Office, shoe allowance as designated by policy, supplies and services purchased when a PCard is not available, etc. This list is not intended to be all inclusive and additional expenses may be eligible for reimbursement on a case-by-case basis.

V. POLICY: It is the policy of the Department of Correction (DOC) to reimburse employees, and others acting as authorized agents for the Department as authorized by the Commissioner, for related expenses incurred while engaged in the performance of Department-related duties or activities.

VI. PROCEDURES

- A. This procedure will provide for fair and consistent application across the Department.
- B. Employees requesting reimbursement for an eligible expense shall complete the following steps:
 - 1. Prepare a Personal Expense Reimbursement (PE) form signed by the employee and the employee's supervisor. Form is available on the DOC Extranet: <http://extranet.doc.state.de.us/services/APAR.shtml>.

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2. Attach the Incident Report, if applicable, to the PE form as additional justification (i.e. personal property broken during incident with offender or damage to personal vehicle not covered by the State's insurance program). Employee's supervisor or other designee should discuss reimbursement of damage to personal property with the Controller or Deputy Bureau Chief of Administrative Services prior to requesting reimbursement to determine if insurance coverage is available.
3. Provide a copy of sales receipt, estimate to repair/replace personal property or printout of item from Internet website to support reimbursement requested.
4. Obtain written approval from applicable Bureau Chief and attach as supporting documentation to the PE. The Bureau Chief may sign the PE form in lieu of an additional attachment.
5. Submit all documentation to facility's Business Office for processing through the State's accounting system. Employee must be a vendor in the accounting system to receive payment from the State. If not already a vendor, employee will select "DE Employee Vendor Enrollment" link from DOC Extranet: <http://extranet.doc.state.de.us/services/APAR.shtml>.
6. Receive payment via direct deposit as required by the State's policy.