



Town of Chester Employee Reimbursement Policies

Last Updated: 11/6/2025

Approved: 11/17/2025

Introduction

All reimbursements must be typed. Handwritten submissions will be rejected.

All receipts must be submitted for each entry. Missing receipts will result in the rejection of the reimbursement. The following can be submitted as an acceptable 'receipt' for reimbursement purposes: copy of a cancelled check, copy of a credit card statement showing payment - all other information (particularly account numbers) can be blacked out. Copies of checks does not constitute as payment receipt.

The following will need to be included in the reimbursement form.

- Department: name of the department employee works in.
- Employee Name and Address: employee's name and home address.
- Account Number: example 10000.00
- Date: date employee incurred expense
- Description: detailed description of expense. The Accounting Department should know exactly what expense the employee is seeking reimbursement for.
- Mileage, meals, fares, tolls, parking, train, EZ pass, airfare, hotels: employee will refer to Chester's Travel Policy and Producers
- Other Expenses: miscellaneous expenses not covered by the other categories (monthly gas/mobile phone allowance, etc).

IF ANY OF THE GUIDELINES ARE NOT FOLLOWED, REIMBURSEMENT WILL BE REJECTED AND RETURNED TO THE EMPLOYEE.

IN ORDER TO CONSERVE PAPER, WE RESPECTFULLY REQUEST THAT ONCE YOU HAVE GOTTEN SIGNATURE APPROVAL FROM YOUR DEPARTMENT HEAD, YOU SCAN YOUR REIMBURSEMENT AND RECEIPTS TO YOUR COMPUTER. PLEASE DO NOT PRINT PHOTOCOPIES.

Reimbursement form [Employee Reimbursement 2025.xlsx](#)

Print Name:

Signature:

Position:

Date: