



## EXPENSE REIMBURSEMENT POLICY

Policy Number	Responsible Department	Effective Date	Approval
BOD 11.01	Board of Directors	January 22, 2026	<i>Board of Directors</i>

### I. PURPOSE:

The Rhode Island Public Transit Authority is a quasi-public corporation. The purpose of this Expense Reimbursement Policy is to ensure compliance with R.I. Gen. Laws §42-155 – Quasi Public Corporations Accountability and Transparency Act.

### II. POLICY:

This document describes the Rhode Island Public Transit Authority's (RIPTA) procedures for processing employee receivables.

RIPTA's Finance Department will process employee requests for reimbursement only when accompanied by proper authorization for the expense pursuant to the Guidelines below.

### III. GUIDELINES:

#### ***Reimbursable Expenses:***

- **Authorized Travel**
- **Business Purpose**

#### **Authorized Travel Expenses**

Employee reimbursement is provided for expenses incurred due to authorized business travel (registration fees, hotel meals, mileage, tolls, parking and other per diem expenses). To be eligible for reimbursement, incurred expenses must be approved prior to travel pursuant to the procedures below.

Prior to undertaking any business travel, employees must complete a Travel Request Form (see Travel Policy). This form must be signed by the Chief Executive Officer (CEO), indicating that the travel expenses are authorized and may be processed by the Finance Department.

Following the completion of business travel, employees must complete any applicable forms as outlined in the Travel Policy, i.e. Automobile Travel Expense Form, and/or Employee Travel Reimbursement Form. These forms must be completed by the Employee and signed by the appropriate Departmental Director and the Deputy Chief of Finance. Reimbursement forms submitted by senior managers must also be signed by the CEO.

To request reimbursement, an employee must submit the Pre-Travel Request Authorization and the appropriate expense reimbursement form(s). These forms are submitted to the Finance Department within ten days of conducting necessary business travel. All receipts and other back-up documentation must be attached to qualify for reimbursement.

### **Business Purpose Expenses**

Employee reimbursement is provided for all authorized business expenses.

Prior to incurring any Business Purpose Expenses, the Employee must obtain permission from the Departmental Director to do so.

To request reimbursement, an employee must submit a Purchase Request Form, signed by their Departmental Director, along with all receipts and back-up documentation must be attached.

The Deputy Chief of Finance will review all Authorized Travel or Business Purpose reimbursement requests and sign off to authorize payment. The request is voucher entered and a reimbursement check will be generated through the Accounts Payable process.