

New Policy effective July 6, 2024

EXPENSE REIMBURSEMENT

OATS Transit reimburses employees for certain expenses incurred in the performance of OATS Transit business, and that have been approved by their supervisor. When employees pay for items out of pocket, when on OATS Transit business, they may request reimbursement from OATS Transit.

Expenses should be submitted within the Paycom electronic system. Turn in receipts for reimbursement as soon as you purchase the item. Do not wait until the end of the month- they will be paid on the next available payroll. A properly completed electronic form must be completed, and the receipt fully legible. If the receipt cannot be read, you may be asked to re-submit it. No reimbursement will be made for expenses over 30 days old, or for items without a receipt.

For drivers, once you submit your expense reimbursement request, and upload your receipt using the camera on your cell phone or tablet, then click the submit button. It will then be sent to your Regional Director/Operations Manager for approval, then sent to home office payroll for processing.

This electronic process replaces paper forms G-704 for drivers, and G-750 for office management.

You will be asked to select from the following expense categories when seeking reimbursement.

- **Bus washes-** Expense reimbursement is available to those drivers who live a long distance from a regional office, and not able to use the bus wash at one of our facilities. A receipt is not required however, bus number & date of wash are required fields when submitting for reimbursement.
- **Driver Expenses-** For items such as windshield fluid and wipers, oil changes, cleaning supplies for your bus, etc. Bus number is a required field, & comments field is available if needed. A receipt is required when submitting for reimbursement.
- **Fuel/Gas-** This category is ONLY if using personal card in an emergency situation- when your assigned company card isn't working. The bus number is a required field. A receipt is required when submitting for reimbursement.
- **Vehicle Repair Items-** this is for minor repairs that may be needed in rural areas, however, MUST be pre-approved by Regional Director/Operations Manager. The bus number is a required field. A receipt is required when submitting for reimbursement.
- **Office Supplies-** This is only for managers and only if there is an emergency when company card isn't available. A receipt is required when submitting for reimbursement.
- **Office Mileage-** This is for managers when traveling to conferences or for work purposes. Fields for date of travel, location and reason are required fields.