



## **Reimbursable Expenses**

Authorized expenses incurred by an employee in the conduct of performing service for a Receiver may be reimbursable only when the expense has been pre-approved by the supervisor or Owner. This could include picking up groceries for the Receiver, etc.

All receipts must be turned into the office email ([office@shs-nh.com](mailto:office@shs-nh.com)) as soon as they are incurred. This could be done by taking a picture with a smart phone and sharing to the above email address.

Once a receipt is turned in, it will be applied to next payroll period.

Any reimbursement of expense requires a receipt.