TOWN OF SANDISFIELD

Employee Expense Reimbursement Policy

POLICY

The Town will reimburse employees for town business related expenses including sales tax incurred on any purchase up to $300.00 and a total of $1,000 per fiscal year. Employees are only authorized to pay sales tax and seek reimbursement from the town after said employee has obtained an ST-2 or ST-5 sales tax exemption form from their Department Head or the Town Treasurer and the vendor will not honor that sales tax exemption form. Purchases under $30.00 are exempt from the above requirement.

If the individual purchase or combined fiscal year purchases are over the stated dollar amounts, the tax portion of the purchase will not be reimbursed.

*This policy is for retail purchases and is separate fromTown's mileage reimbursement Policy and the Town's Conference and Travel Policy.

Policy Approved: August 9, 2021

Town of Sandisfield Selectboard

George Riley

Alex Bowman