



**CORE TECHNOLOGY SOLUTIONS
EXPENSE REIMBURSEMENT GUIDELINES**

- An Expense Reimbursement form must be completed, signed by consultant and approved by client in order for reimbursement to be processed.
- Completed and approved Expense Reimbursement forms must be submitted to Payroll by Friday in order to be processed on the following week's payroll.
- Only business-related expenses approved by the client will be reimbursed.
- All expenses must be supported by valid receipts. A credit card receipt is not considered a valid receipt. A complete description of the expense must be included in the Expense Reimbursement form.
- Mileage will be reimbursed at the prevailing IRS standard mileage rate.
- Expense reimbursements will be processed through Payroll and will not be subject to payroll tax.