# STUDENT/INSTRUCTOR EXPENSE REIMBURSEMENT POLICY

ATP's Expense Reimbursement Form must be used. The form must be filled out completely and legibly. All reimbursement forms must be approved before payment. **The expense reimbursement request must be submitted within 45 days from the expense date.**

Make sure the form is filled out properly and completed online and submitted with original receipts showing proof of the expenses. Each expense must be separately identified on its own line. Attach detailed and itemized receipts to the Expense Reimbursement Form. Credit card billing statements are not adequate support for reimbursement. If a receipt is lost you will have to seek management/admin approval to attach a copy of your statement for proof of expense. Please note on the statement why a copy is being submitted along with the approval.

The below list reflects *merely examples* and is not intended to be all inclusive.

**Examples of approved expenses:**

- Taxi Services. Rideshare service receipts must provide both time/date of ride and pickup/drop-off locations.
- Airport Parking (Long term)
- Baggage Fees for one bag only. The approved expense does not include fees for overweight or oversized bags.
- Fuel Purchases for student traveling to/from ATP locations away from assigned training center.
- Fuel Purchases for student traveling to/from ATP CFI school.
- Toll Fees
- Aircraft Fuel (Must provide tail #)
- Tips for reimbursable services, within customary standards.

**Examples of non-approved expenses:**

- Office Decorations
- Training Software
- Housing Supplies, unless previously approved by Housing Coordinator
- Training Center Supplies, unless previously approved by Training Center Manager or Training Support Manager
- Written exams taken off-site, unless approved by Training Center Manager.
- Food or Alcoholic Beverages
- Postage, unless requested by Admin.
- Mileage
- Laundry, entertainment, or personal incidentals.
- Travel to/from standardization.
- Daily commute to/from assigned training center.
- Traffic violation fines (i.e., speeding, parking tickets, etc.)
- Late fees or credit card fees.

**Form Instructions**

**Do not forget to list the business purpose (what, where & why) of the expense. Please be sure to complete the entire form to avoid delay of payment processing.**

**Employee or Student/Instructor:** Please check the applicable box so that your reimbursement is passed to the correct department for approval.

**ATP – Location:** The location to which you are currently assigned, not the location where the expenses were incurred.

**Name:** Your legal name as it appears in WinATP's system.

**ID #:** Your WinATP ID number. This must be filled out for all reimbursement forms.

**Credit Card Number:** Write the card number clearly in this field. We can reimburse to Visa, Discover, Mastercard, and American Express credit cards. We can also process to bank debit cards, including cards issued through Bank Mobile. We are not able to issue to ATM (savings only) cards.

**Date:** Write the expiration date clearly in this field.

**Use the date, location, vendor name, and category fields to properly explain the business purpose of the expense.**

**Submit Form:** Attach the necessary receipts to the form, in the same order as listed on the form. Send the completed form to expense-reimbursement@allatps.com. Retain the original copy until you have received your reimbursement.

Please allow 15 business days for the reimbursement payment processes from the date that Accounting Department receives the complete and approved form.

**All incomplete and inaccurate forms will be rejected. Please be sure to complete the entire form to avoid delay of payment processing.**

**ATP does not process check reimbursements. If no credit/debit card number is provided, reimbursement balance shall be placed on the student/instructor's account.**

# Credit Card Reimbursement Form

☐ Employee ☐ Student/Instructor ATP Location: _____

Name: _____ ID # _____ Credit Card Number: _____

Expiration Date

| Date | Location: City & State | Name of Vendor | Category: Fuel, Lodging, Supplies, Exams, etc. | Amount |
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Total Reimbursement: $ 0.00

Email PDF form and attachments to expense-reimbursement@allatps.com. We recommend the "Adobe Fill & Sign" app.

Please see instructions for additional information.

Admin Approved By: _____

PRINT NAME SIGNATURE DATE

Revised 2017-03-22