



## Special Expenses Procedure

Issue Date: December 18, 2013

Number: FMR-Administrative Procedure 4.4.1

Revised Date:

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### Objective

This procedure explains the steps Admin must take to implement FMR-Administrative Procedure 4.4 [Special Expenses Policy](#).

### General Procedures

Step	Action	Responsible Party	Timeline
1.	Complete <a href="#">Request for Approval of Special Expenses</a> form and obtain approval(s) prior to expense being incurred. If a request is not approved before an expense is incurred, include an explanation for why the request was not processed and approved in a timely manner.	Requestor	Prior to expense being incurred
2.	Each division director (or designee) is authorized to approve special expense requests up to \$500 unless the request is for the division director (or designee).	Division Directors or designees	Prior to expense being incurred
3.	The Commissioner, Deputy or Assistant Commissioner is authorized to approve special expense requests in excess of \$500 and special expense requests for division directors or for division recognition expenses. These requests must be reviewed and approved by a division director (or designee) before review and approval of the Assistant or Deputy Commissioner.	Commissioner, Deputy or Assistant Commissioner	Prior to expense being incurred
4.	The Commissioner (or designee) will approve special expense requests for the Deputy or Assistant Commissioners, for agency-wide recognition expenses, and for international travel. These requests may, if applicable, require review and approval by a division director (or designee), Assistant Commissioner, and/or Deputy Commissioner before review and approval of the Commissioner.	Commissioner	Prior to expense being incurred
5.	The Financial Management & Reporting (FMR) division will review and approve all special expense requests as an internal control measure to ensure policy compliance.	FMR	Prior to expense being incurred
6.	The requesting division is responsible for retaining the approved form.	Division	N/A

Step	Action	Responsible Party	Timeline
7.	The <a href="#">Request for Approval of Special Expenses</a> form is not required for tuition reimbursement and out-of-state travel. Complete <a href="#">Tuition Reimbursement/Release Time Authorization</a> (see <a href="#">Human Resources Policy #10, Education Assistance</a> ) or <a href="#">Authorization for Out-of-State Travel</a> form and obtain required approvals for these items.	Requestor and Approvers	Prior to expense being incurred