

### 5.02 EXPENSE REIMBURSEMENT

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#### 5.02.1 RELATED DOCUMENTS

- [5.02 Expense Reimbursement Policy](#)
- [5.02 Expense Reimbursement Request Form](#)
- [5.02 Expense Reimbursement Request Supplement](#)

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#### 5.02.2 PROCEDURES

- (1) Claimants seeking reimbursement must complete an Expense Reimbursement Request form providing ALL applicable information pertinent to their particular claim.
- (2) Forward the completed Expense Reimbursement Request to the applicable Regional Office:
  - a. If the Regional Manager does not approve the request, it will be returned to the claimant for clarification, correction, or resubmission.
  - b. On approval of the Regional Manager, the request will be signed certifying goods and services received.
  - c. The Expense Reimbursement Request will be forwarded to EMBC Headquarters for processing and payment.
  - d. When received by EMBC Headquarters, the Expense Reimbursement Request will be reviewed for completeness. If complete, the request will be processed through the financial system for payment. If not complete, the request will be returned to the Regional Manager for correction and resubmission.