

Employee Expense Reimbursement (updated 12/12/2025)

Eligibility

Employees are generally eligible to be reimbursed for expenses incurred when performing their official duties as long as the expenses are properly authorized and documented. Employees must receive prior authorization from their manager before incurring an expense.

Additionally, expenses are only eligible for reimbursement if they are submitted within the same fiscal year (July through the following June) of the date they were incurred. Expenditures submitted for reimbursement outside of the fiscal year or more than one year after they were incurred in will not be reimbursed. To ensure timely reimbursement, employees should submit reimbursements in real-time and within the same pay period the expense occurred.

Submission and Approval Process

Beginning December 2025, all reimbursements are moving to **Ramp**, a new tool utilized by our finance department to streamline CMCB's payables, including employee expense reimbursements. In general, a reimbursement submitted through Ramp will go directly to the manager to approve and then to finance for processing. The reimbursement will then be sent directly to the employee's chosen bank account.

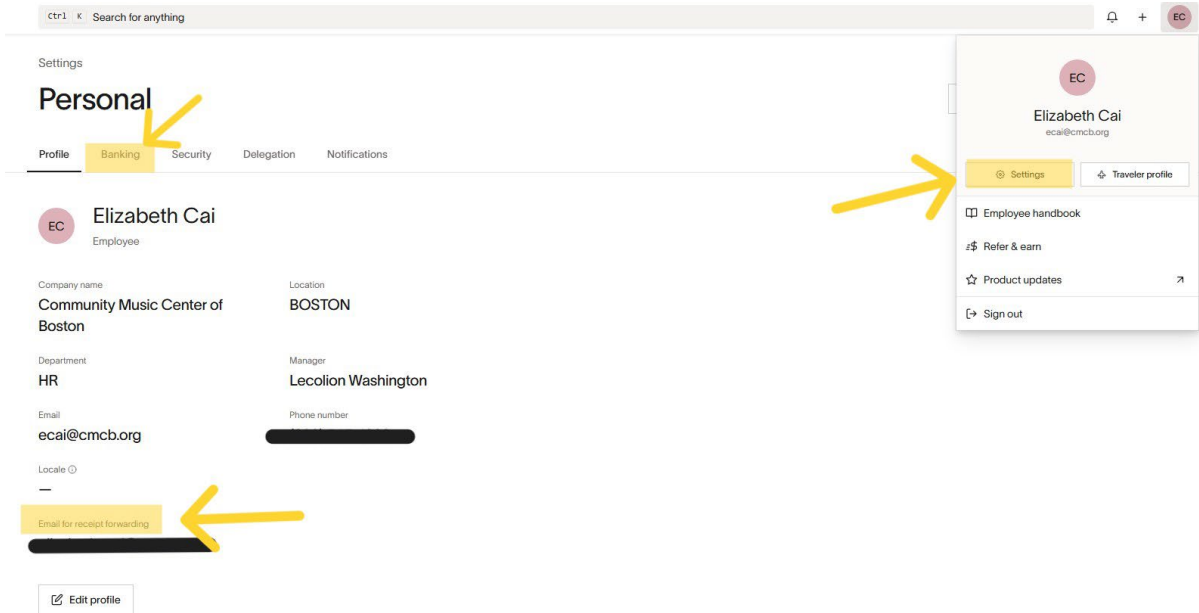
Employees may submit **two types of reimbursements: out of pocket** (any approved purchase made on behalf of CMCB excluding mileage) and **mileage** (mileage reimbursements for travel in between work sites on one work day or for other business reasons)

Please follow the below instructions to submit either type of reimbursement.

One-time only

1. **Make sure your Ramp account is set up!** If the activation email in your CMCB inbox has expired, please reach out to Meghan Jasani at jasani@cmcb.org for a new invite.
2. **Set up your banking information for reimbursement + link a personal email for receipt forwarding**
 - a. Login to your Ramp account at app.ramp.com/sign-in
 - b. In the top right hand corner, click your **initials in a circle** > **Settings**
 - c. On the **Profile** page, add a personal email for receipt forwarding at the bottom

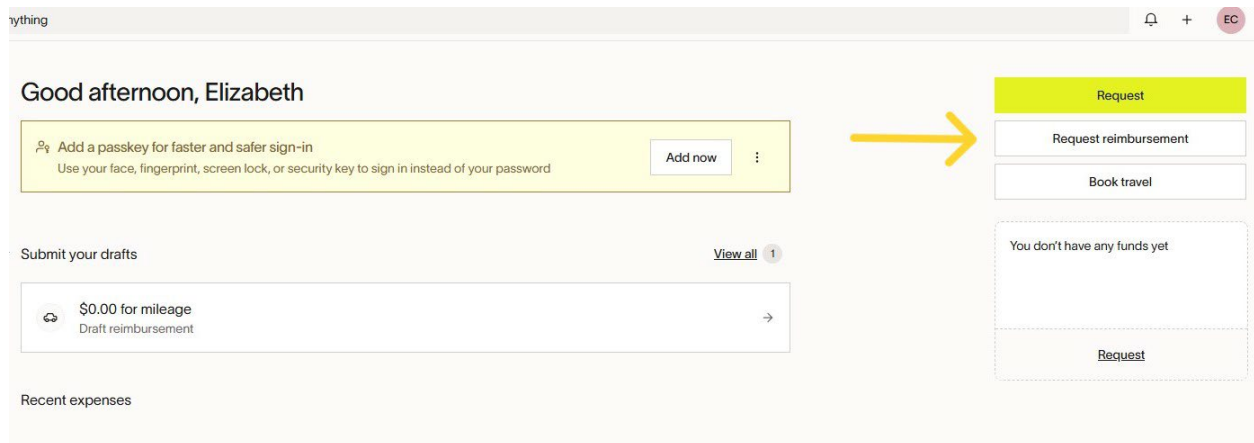
- d. Click on the **Banking** tab to link your preferred US-based or international bank account (credit cards cannot be linked) for receiving reimbursements and follow all the instructions, including entering your place of residence for regulatory purposes.



There are four ways you can start a reimbursement with receipts (browser, app, text, email) and two ways you can finalize/submit a reimbursement request (browser, app), so please choose **how** you would want to submit your reimbursement request via Ramp and follow that set of instructions.

1. Web or mobile browser

- a. Login to your Ramp account at app.ramp.com/sign-in
- b. Click **Request Reimbursement** on the right hand side



- c. Add receipt(s) directly for an out-of-pocket reimbursement OR click **New mileage** for a mileage reimbursement

Request reimbursement



- d. After you add your receipt(s), complete the required fields on the reimbursement request page.
 - i. **For out-of-pocket reimbursements:** The **Merchant**, **Amount**, and **Transaction date** fields should auto-populate from your uploaded receipt, but you may adjust as needed.
 - ii. **For mileage reimbursements:** If you are not using the Ramp mobile app to track your mileage live, then please enter the **starting and ending destinations (and multiple stops if needed)** to auto-calculate the distance traveled. Ramp uses the Google Maps recommended route based on the average traffic conditions. The number of miles Ramp calculates may differ from the actual miles you drove. **You may edit the number of miles calculated if this is the case.** Ramp will always use the current IRS rate for the year for reimbursements.
 - iii. Other required fields for both include:
 - 1. **Memo:** the place to specify specific details, such as the reason for expense
 - 2. **QuickBooks Category:** correlates to the type of expense (direct questions about this field to your manager)
 - 3. **QuickBooks Class:** correlates to the department/program the expense is related to (direct questions about this field to your manager)
- e. Examples of both request pages are below

← Home



\$0.00 at —

Elizabeth Cai · Out of pocket

Merchant (required)

Amount (required) Currency*

Other details [Add optional fields](#) ▼

Transaction date (required)

Memo (required)

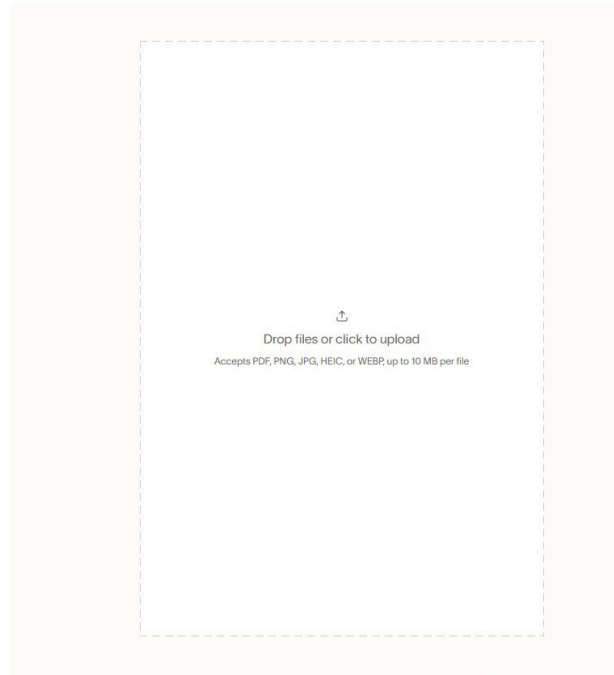
Accounting Split

QuickBooks Category (required)

QuickBooks Class (required)

Delete

Submit ctrl ↵



\$0.00 for 0 miles

Elizabeth Cai · Mileage

Miles ▼

One-way Round trip

Start location (required)

Destination (required)

Trip distance Commute Rate × = Your reimbursement

Other details [Add optional fields](#) ▼

Trip date (required)

Memo (required)

Accounting Split

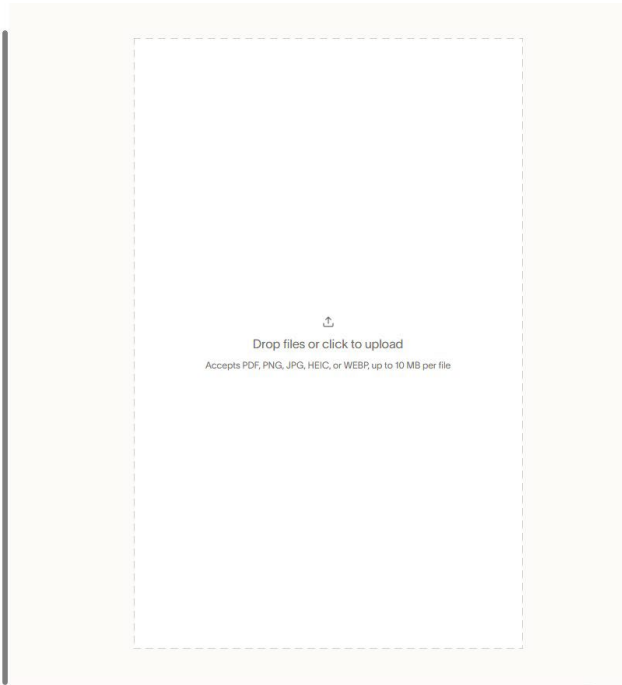
QuickBooks Category (required)

QuickBooks Class (required)

Delete

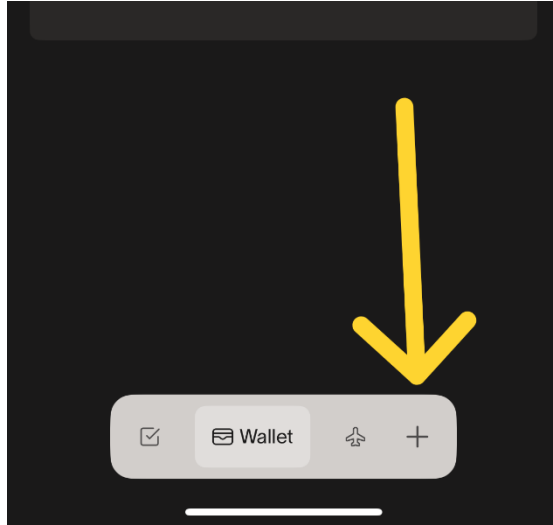
New reimbursement ▼

Submit ctrl ↵

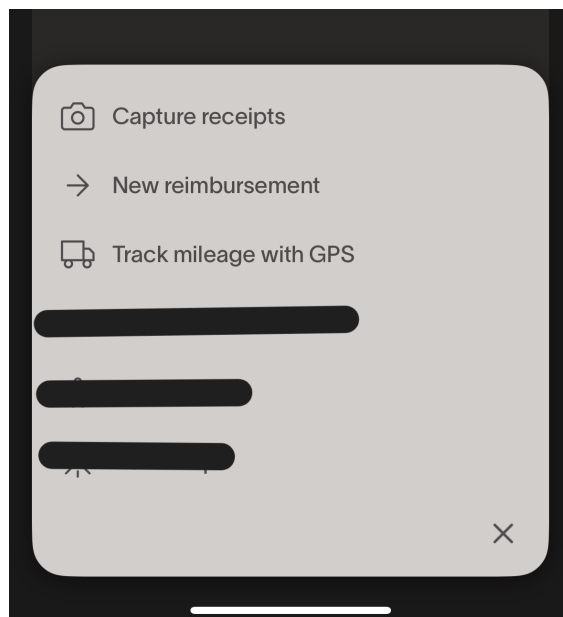


2. Ramp mobile app

- a. Download the Ramp mobile app (iOS, Android) to submit receipts easily on the go.
- b. Click the + button on the bottom right to pull up your options



- c. Select the option most appropriate to you:
 - i. **Capture receipts:** take photos of receipts to save in the app
 - ii. **New reimbursement:** start an out-of-pocket or mileage reimbursement
 - iii. **Track mileage with GPS:** track mileage through the app (example: when you are leaving one work site to go to another work site in the same work day) – it starts tracking *immediately!* If you start tracking when you are driving from your home, then you also have the option to subtract that standard commute time from the reimbursement.



- d. After you add your receipt(s), complete the required fields on the reimbursement request page.
- i. **For out-of-pocket reimbursements:** The **Merchant**, **Amount**, and **Transaction date** fields should auto-populate from your uploaded receipt, but you may adjust as needed.
 - ii. **For mileage reimbursements:** If you are not tracking your mileage live, then please enter the **starting and ending destinations (and multiple stops if needed)** to auto-calculate the distance traveled. Ramp uses the Google Maps recommended route based on the average traffic conditions. The number of miles Ramp calculates may differ from the actual miles you drove. **You may edit the number of miles calculated if this is the case.** Ramp will always use the current IRS rate for the year for reimbursements.
 - iii. Other required fields for both include:
 1. **Memo:** the place to specify specific details, such as the reason for expense
 2. **QuickBooks Category:** correlates to the type of expense (direct questions about this field to your manager)
 3. **QuickBooks Class:** correlates to the department/program the expense is related to (direct questions about this field to your manager)
 - iv. Examples of both request pages are below:

Out of pocket | Mileage

Receipt

Merchant

Amount

Transaction currency

Transaction date

Memo

Memo is required

QuickBooks Category

Category is required

QuickBooks Class

Class is required

Out of pocket | Mileage

Receipt

Distance

Add stops

Transaction date

Memo

Memo is required

QuickBooks Category

Category is required

QuickBooks Class

Class is required

Show optional fields

Submit

3. Text to HIRAMP 447-267 (starting a reimbursement only!)

- a. Take a picture or screenshot of your receipt and text it to the number above.
- b. You will get a text back asking if you want to match it to a transaction or create a reimbursement
- c. Select the reimbursement option, and then you can complete the reimbursement on the mobile app or browser at a later time.

4. Email or forward to reimbursements@ramp.com (starting a reimbursement only)

- a. Any email sent or forwarded to the address will automatically be converted to a draft reimbursement, and you will receive a reply email confirming a draft reimbursement creation.
- b. View your draft reimbursement on the Ramp dashboard in both the web browser and mobile app under **Drafts**, and you will add required details before submitting.

Upon receipt of a reimbursement request, managers must check that the expenses were incurred as part of the employee's official duties and that the expenses are appropriate and approved before-hand. If there appear to be any inaccuracies, the manager will reach back out to the employee with questions. After receiving the final request, managers must review and provide approval or denial of the reimbursement request within three business days. The request will be routed to the finance department for processing. Once processing is complete, the employee will receive the reimbursement via ACH to their bank of choosing in 3-5 business days.