3-05/050.20 - Documentation to Support Expenses

Claimants shall provide substantiating documents for the incurred expenses. Expense documents shall consist of:

- Original receipts/invoices or a note approved by the immediate supervisor indicating why the receipt was not obtained; and
- A brief statement explaining the nature and the need for the expenses.

Documents submitted by claimants in support of their claims shall be kept attached to the approved claim and retained at the bureau for inspection and/or audits. Unit commanders shall ensure that the approved expense claims and their supporting documents are maintained chronologically in a permanent and secured file for five years.