

Fingerprinting Reimbursement Policy

The following items **qualify** for reimbursement:

- Out of pocket expenses that are **directly related and necessary** to complete the fingerprinting process:
 - Cost of getting fingerprinted from an authorized agency (Receipts required)
 - Cost of purchasing **one envelope** if needed for mailing fingerprint packet (Receipts required)
 - Cost of purchasing fingerprint cards **in the event the agency does not provide them** (Receipts required)
- **Mileage for travel to the fingerprinting appointment up to 60 miles.** Mileage reported must match the round-trip mileage from home address on record to the address of the agency where the fingerprinting was conducted. **Mileage that exceeds 60 miles round-trip requires special authorization.**

or

- **Alternative transportation costs** (eg. Ride share, taxi, subway, etc.) Rideshare trip origin and destination must match the home address on record and the address of the agency where fingerprinting was conducted. Any additional stops must also be directly related to fingerprinting (eg. FedEx mailing center) (Receipts required)

The following items **DO NOT qualify** for reimbursement:

- Postage for mailing fingerprint packet
 - Paid postage through FedEx is provided, alternative postage will not be reimbursed without prior authorization.
- Return postage or additional envelopes – **Please note that a pre-paid return label *is not required* for our packets and will not be reimbursed.**
- Any items not explicitly related to the fingerprinting process (eg. Tape, printer ink, driver's license renewal expenses, travel to additional locations, etc.)

Receipts are required for reimbursement of all out-of-pocket expenses. Items not listed as qualified or specifically listed as **not qualified** reimbursements may not be reimbursed. **Reimbursements are tax exempt, and are typically processed and paid in conjunction with the next upcoming pay period after the time of submission.**