20. **Employee-Incurred Expenses and Reimbursements**

Morrow County will pay actual and reasonable business-related expenses incurred by an employee in the performance of his/her job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by the supervisor/manager before they are incurred. Morrow County will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on Morrow County-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting his/her payment or reimbursement.