Reimbursement of Employee Expenses:

Background:

The University offers a variety of ways for faculty and staff to purchase goods and services: Requisitions/Purchase Orders, P-Card for purchases under $2500 and Petty Cash for purchases of $50 or less. Occasionally, it may be necessary for an employee to purchase goods by using their own personal checking account or credit card. The employee then seeks reimbursement from the University, by submitting a request for reimbursement by completing a Direct Payment Request form and attaching the required receipts. More rarely, a purchase is made by paying in cash. This payment method is discouraged and is acceptable only for small dollar purchases of $250 (including tax, shipping and handling) or less.

Reimbursement Procedures:

Employees may be reimbursed for business-related expenses. These include expenses incurred for business travel, hospitality and business-related purchases for their department or project.

All reimbursements must be requested using the appropriate form: Travel Expense Claim, Hospitality Expenses Claim or the Direct Pay Request. All requests for reimbursement must be supported with appropriate documentation, including original receipts. Requests submitted without original receipts will be returned for additional documentation, such as a certified copy of the receipt. Additional documentation may be requested by Accounts Payable or Internal Audit.

All reimbursement requests must be made within 90 days of incurring the expense being reimbursed. Reimbursement requests submitted after the 90-day deadline must be approved by a Vice President. Any late reimbursement request received without the Vice President’s approval will be rejected.

Please direct questions regarding this policy to Wayne Kuhaupt, Accounts Payable Manager, x82367, or to David Chelliah, Accounts Payable Supervisor, x53693.