Non-Travel Employee Expense Reimbursement Policy
(Updated June, 2016)

This policy addresses the requirements for non-travel related employee expense reimbursements. Expenses incurred while in non-travel status, including, but not limited to, local business mileage, parking, business meals, hospitality expenses, licensure and professional development are covered by this policy. The FOD Administrative Center Travel Policy applies to expenses incurred while in travel status. The University’s travel policy states that an employee is in travel status when they are on business travel that requires an overnight stay.

All reimbursements must be University business-related and clearly indicate prudent use of public funds.

After the expense has been incurred, please refer to “Submission of Finance Documents” procedure for details on submitting a reimbursement.

Refer to your department’s Academic Business Expense policy for specifics related to qualified ABE purchases.

Advance Approval

- Follow your clinic/program procedure for obtaining approval prior to purchasing

Policies/Guidelines

The following is part of the University policies and guidelines that should be followed when purchasing and requesting reimbursement for non-travel business expenses, but it does not constitute the entire University policy:

- **Submission Deadline**
  - Reimbursements must be submitted within sixty (60) days of date of purchase or expenses will not be reimbursed

- **Documentation standards**
  - A justification of the expense must be included on the employee expense worksheet. This is an auditing requirement and University policy. It must include:
    - The benefit to the University
    - Who initiated the purchase and who is affected by the purchase
    - What was purchased
    - Where the activity took place (purchased from or event held)
    - When it was purchased
- Why is was necessary
  - Itemized receipts from the supplier are required for all expenses over $25, excluding meals; itemized receipts are required for all meal purchases
    - If an itemized receipt is not available, a completed and signed Statement in Lieu of Receipt (UM 1566) must be submitted
  - Receipts must show proof of amount paid
    - Check copies, application or order forms, packing slips and unconfirmed airfare itineraries do not qualify as proof of payment
    - Credit card or bank statements may be submitted with proof of item price only if the supplier has been contacted and is unable to provide an itemized receipt
  - Employee expense worksheets must be personally signed by the employee and their supervisor
  - A printout of Google.com directions must be submitted to verify total mileage between locations for mileage reimbursements

- **Hospitality and Special Expenses**
  - These types of expenses have a higher risk of audit and public scrutiny which requires thorough justification; see the University Expense Allowability Grid to determine allowability.
  - For hospitality meals, names of all attendees and their business relationship to the University are required
  - The business purpose must be clearly explained
  - If a meal was purchased for a business meeting, a list of business topics discussed must be included as well as the reason the meeting was held over a meal hour
  - Alcohol is only allowable for purposes of recruitment or donor relations and when the University’s reputation, or the health and welfare of those involved are not at jeopardy.

- **Sales Tax**
  - Employees cannot use the University’s tax-exempt status when making out of pocket purchases
  - Sales tax associated with allowable out of pocket purchases will be reimbursed to the employee

- **Common Non-reimbursable Costs**
  - Expenses incurred by spouse, children, or personal guest unless a spouse is attending a recruitment or donor meal as a courtesy to the applicant or donor’s spouse who is also in attendance
  - Donations made to any organization (often an option on professional membership dues applications)
  - Alcohol
  - Warranties and service plans