

500.5 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY AND PROCEDURES

SECTION: ACCOUNTS PAYABLE
INDEX #: 500.5
ENACTED: JANUARY 1, 2015
REVISED: JULY 1, 2017
APPLIES TO: ADMINISTRATORS, FACULTY, & STAFF
RESPONSIBLE DIVISION/DEPARTMENT: DIVISION OF BUSINESS AFFAIRS/ CONTROLLER'S OFFICE

PURPOSE

This document describes the process for individuals requesting reimbursement of travel and entertainment (T&E) expenses that they have incurred on behalf of the University.

Original Policy Approved by the General Board of Regents on 12/10/11. Affected by 9-98-009460450812 and 11-11-12 (04) a.2.4 (URP)-2.5 (O)-4.475

1. To facilitate more timely reimbursement to the individual and facilitate cost center reporting in the proper period, properly completed and approved reimbursement requests are expected to be submitted within **thirty (30)** days of the end date of the business related trip or event.
2. The traveler and entertainer may be reimbursed following the completion of a trip or event if they have incurred expenses in compliance with this policy, have provided a bona fide business purpose for the trip or event and have attached the required original receipts and other necessary documentation.
3. The traveler and entertainer may be reimbursed before a trip or event if they have incurred specific travel or entertainment expenses and need to be reimbursed in order to pay their credit card statements in a timely manner. **Itemized receipts must be included showing the expense has been incurred and the dates of travel must be clearly stated on the supporting documentation. No summary receipts allowed.**
4. Reimbursements for business mileage will be paid using the current IRS publicized mileage rates. The mileage reimbursed must be documented with appropriate maps and destination addresses. The mileage reimbursement rate includes all vehicle-related expenses (i.e., gasoline, wear and tear, and personal auto insurance). Travelers will not be reimbursed for mileage when commuting to and from their residence and the University and should take that into consideration when submitting their reimbursement request.
5. The traveler and entertainer must indicate on the Expense Reimbursement request their affiliation with the University and include the required documentation based upon their designation as stated on the Expense Reimbursement request.
6. By approving the Expense Reimbursement, the traveler or entertainer certify that the expenditures submitted were incurred in conjunction with official University business, comply with all applicable policies, are accurate, and that they are not requesting reimbursement from any other source.
7. As a general rule it is expected that properly completed reimbursement requests will be processed by the Controller's n(JTJ -0.17