

## Cash Reimbursement Employee/Student Reimbursement Procedures - Updated March 2015

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### Overview

Expenditures for goods made by an individual (employee or student) should be kept to a minimum. It is required that the purchaser consult with their department leadership or Procurement Services, and further advisable to obtain written approval from department leadership or Procurement Services prior to expending personal funds. Exceptions to this guidance will be at the discretion of the AVP/Controller.

All travel related expenses (including mileage) must be submitted online via Concur. This procedure is for non-travel related expenses.

### Reimbursement Options

#### Faculty/Staff

1. Purchase reimbursements \$35 and greater must be requested via Concur.
2. Purchase reimbursements < \$35 can EITHER be requested via Concur OR by obtaining cash from the Cashiers Office.

#### Students (purchase must relate to a school or Institute-wide center activity)

1. Purchase reimbursements \$100 and greater must be requested via Concur.
2. Purchase reimbursements < \$100 can EITHER be requested via Concur OR by obtaining cash from the Cashiers Office.
3. If cash is to be obtained from the Cashiers Office and the amount is greater than \$35, Portfolio Business Manager approval must be obtained (see Petty Cash form.) Currently, the following Portfolio Business Managers are authorized to approve cash reimbursement requests up to \$100.

<u>Area of Purchase</u>	<u>Current Authorized Business Manager</u>
School of Architecture	Francine Fredette
School of Engineering	Donna Tomlinson
School of Science	Colleen Martin
Lally School of Management	Jill Quinones
HASS	Tracy Paul
Research Related	Tanya Rautine

4. If the reimbursement request is for a purchase made outside of a school or Institute-wide center related activity, cash reimbursement of \$35 and greater is not allowed. For example, if a student is working in the Controller's office and purchases a new mouse for the computer they are working on and it cost \$60, that reimbursement request would need to be processed via Concur. The purchase was not school or Institute-wide center related and is greater than \$35.

**The following items are NOT allowable reimbursement requests:**

- Personal or Private Items
- Personal Travel
- Chemicals
- Explosives
- Non-Reimbursable Charges On Sponsored Research Funds (those beginning with A, B or F)
- Medical Costs
- Legal Costs
- Tuition Costs (reference Human Resources Tuition Policy)
- Maintenance and Lease Agreements, or any expenditure that requires a contractual commitment
- Services
- Live Animals
- Printing Services
- Changes, modifications or alterations to an existing order
- Alcohol: Ethanol/Ethyl
- Narcotics, Syringes and Needles
- Radioactive Material
- Insurance
- U.S. Customs Clearance
- Duty Free Entry
- Independent Contractors/Consultants
- Any purchase that does not have appropriate approvals

All purchases that are reimbursed are subject to review by Procurement Services.

**Deadline**

Reimbursements must be requested within **60 days of the purchase**. It is the approver’s responsibility to reject any reimbursement requests older than 60 days. Additionally, the Cashier’s Office will not accept any reimbursement request older than 60 days.

**Reimbursement Requirements**

Concur Reimbursements	Cash Reimbursements
All purchases <b>must</b> have a receipt regardless of value	The amount must be less than \$35 if the requestor is Faculty/Staff
Hand written receipts will not be accepted	The amount must be less than \$35 if the requestor is a student and the purchase was not school or Institute-wide center related
Expense report must be completed in Concur within <b>60 days of the purchase</b>	The amount must be less than \$100 if the requestor is a student and the purchase was school or Institute-wide center related. Authorized Business Manager approval required.
Documentation showing prior approval from department leadership or Procurement Services is recommended	Cash Reimbursement Request form must be completed with required signatures and original receipts attached.

Concur Reimbursements	Cash Reimbursements (con't.)
	Hand written receipts are unacceptable
	Reimbursement requests must be made within <b><u>60 days of the purchase.</u></b>
	Documentation showing prior approval from department leadership or Procurement Services is recommended
	A designee can be named to pick up cash for someone else (see form)
	If you are charging a research/restricted fund you <b>MUST</b> maintain a <u>copy</u> of the request and all receipts for 10 years.
	Reimbursement can be obtained at the Cashier Counter, Academy Hall, Level 2, M-F 9:00 – 2:00.

### **Key Controls of Cash Reimbursement**

Signatures required as authorization for reimbursement:

- Authorized/Supervisor
- Funding Authorized Individual or Designee
- Portfolio Business Manager if the reimbursement is greater than \$35 and the purchase relates to a school or Institute-wide center activity.

The Purchaser must:

- Complete an official Petty Cash Reimbursement Request form, with all signatures and original receipts attached.

The Individual Picking up the funds must:

- Provide the original Petty Cash Reimbursement Request form and original receipts to the cashier
- Provide identification to the cashier
- Sign the form upon receipt of cash

Cashiers Office must:

- Review the form and ensure receipts are present and accurate
- Review the receipts to ensure the receipt is within the 60 days
- Review the form for appropriate signatures
- Provide reimbursement
- Have the individual picking up the funds sign the form
- Record the expense in Banner
- Retain the form and receipts