

## **Policy on Reimbursements other than travel**

**Policy Number:**

**Effective Date of Policy:** 07/01/2007

### **Overview**

All employees are expected to follow appropriate University procurement guidelines regardless of dollar amount. In the event of an emergency where an employee may have had to pay out of pocket for an appropriate business expense, the employee may seek reimbursement for out of pocket expenses. The maximum amount of any reimbursement is \$100.

In the event that a request is over \$100, the expense and reimbursement must also be authorized and approved by the appropriate Cabinet Member in addition to the supervisor prior to submitting to Accounts Payable.

All reimbursement requests must be submitted to Accounts Payable within 30 days of the date of the receipt. All receipts must be detailed and legible. Virginia Sales tax will not be reimbursed. No one may approve a reimbursement to themselves.

### **Purpose**

Accounts Payable and Purchasing are required to ensure all expenditures are in compliance with the Commonwealth policies. The Accounts Payable department must ensure the expenditure is allowable and reasonable under Commonwealth and University Policy. It is the responsibility of the person seeking reimbursement to include written documentation which will provide a valid business justification for the expense, as well as, why appropriate procurement guidelines were not able to be followed. If the expense is not deemed reasonable or does not contain a valid business justification, reimbursement will not be made.

### **Policy Detail**

The supervisor of the person being reimbursed must approve the reimbursement. If needed the appropriate Cabinet member must also approve the reimbursement.

**Unallowable Miscellaneous Expenses** include the following and will not be reimbursed: lost or stolen articles; alcoholic beverages; damage to personal vehicle, clothing or other items; movies charged to hotel bills; all expenses related to personal negligence, such as fines for parking or services used to gain entry to a locked vehicle; entertainment expenses; towing charges for personal vehicle; contributions; donations; charges for spouse, children and companions; personal needs such as medication, refrigeration (even for medication), hotel safe or other conveniences. The above list is not all inclusive.

The University accounts are open to the public and must be able to sustain the test of public review.

### **Approvals**

This policy is issued by Accounts Payable and approved by the Executive Vice President and Assistant Vice President for Finance and Controller; July 1, 2007 and updated on January 1, 2010.

### **Revision**

0. By Accounts Payable Manager, July 1, 2007
1. By Accounts Payable Manager, January 1, 2010