

Policy Expense Reimbursement

All reimbursable expenses in excess of \$50 are subject to prior written approval by the employee's Supervisor.

If the employee does not comply with the guidelines set forth within this policy, their request will not be approved.

c. : The expense reimbursement Policy includes all employees at AUK.

a. : VPAF

b. : Director of Finance

c. : Office of Finance

d. : Office of Finance

The University will reimburse employees for expenditures made while conducting University business. The majority of these types of expenses should be purchased through Procurement, and not purchased directly by the employee. In certain circumstances, it may be acceptable to reimburse the employee for funds expended on behalf of the University.

The University will reimburse employees for the costs of events involving faculty, staff, students or guests of the University of which a substantial purpose of the event is business. Certain social activities such as fundraising, recruitment, employee appreciation, and other similar functions may be reimbursable. Specific conditions must be met in order for reimbursement to occur:

If the event involves external parties, the parties must have an actual or potential business relationship with the University.

The event must provide some documented benefit to the University.

In cases where there is a discrepancy between this policy and a granting agency or donor policy, the more restrictive policy will apply.

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The Payee should request reimbursement within 10 business days of the expense. Late submissions may only be reimbursed with the approval of the payee's Supervisor. Supporting documentation must be provided in order to describe the circumstances leading to the late submission. Expense reimbursements requested more 90 days from the date of expenditure will not be reimbursed even if accompanied with a justification for late submission.

The Supervisor has the authority to approve advances and expense reimbursements for faculty and staff in the college/unit. If the Payee does not have a Supervisor within their respective unit, the Payee must submit directly to the Director of Finance. Supervisors review the documentation and certify that the expense is appropriate, valid, policy compliant, and within budget.

Regardless of the Payee's authority, under no circumstances may an individual approve his or her own report. Deans and V.P.s must have their reports signed by the appropriate Supervisor or President.

The Finance Department will process all approved requests and prepare and issue the payment

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If no proof of payment is available in this form, a debit or credit card statement may be provided. The Payee must black out any private or unrelated information.

The AUK will not reimburse certain expenses, termed . These include expenditures for alcohol, entertainment, flowers or gifts or excessive costs, such as first or business class travel and lodging or meals over the designated University thresholds.

The University prefers that entertainment be purchased through an approved purchasing mechanism or vendor. Alternatively, the University will pay for approved, necessary and reasonable entertainment expenses if such activity was directly related to University business and was conducted for the benefit of individuals outside the University who were present. Business entertainment includes events (such as theatre, sporting events, recreational outings) that are directly related to a University business purpose. These types of entertainment expenses may not be charged to a sponsored research grant.

Subject to budgetary constraints, a department may consider group celebrations for an occasion. Departmental funds may be expended for food, decorations, or other entertainment, depending upon the nature of the event.

The University strongly suggests that employees first consider funding these celebrations with their own contributions. Departments may choose to celebrate personal occasions as an expression of collective employee appreciation. Should a college/unit decide to approve expenses of this nature, they must consider:

- Fair and consistent application among employees;
- Budgetary constraints; and
- The "front page test" – will it seem appropriate to others (i.e., donors, taxpayers) that the University, a non-profit organization, pays for this event?

Entertainment expenses for personal celebrations that will be reimbursed include:

- Showers for birth or adoption of a baby;
- Engagements, weddings, or anniversaries;
- Individual birthday celebrations; and
- Congratulations on personal related individual achievement.

The receipts/invoices for events must include:

- the date and location;
- the items purchased;
- the total amount of the expense;
- proof of payment;
- the focused purpose of the business event (vague, unfocused purposes (such as "to foster collaboration") are not acceptable); and
- a list of attendees with their relationship to the University.

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The employee should provide the date of expense, the study name or number, the participant ID, the amount paid, and the nature of the payment (incentive compensation vs. reimbursement) when requesting reimbursement.

The University requires that employees use Procurement to purchase supplies and equipment. An employee may occasionally have to incur expenses for purchases of supplies or equipment when Procurement is not available. The employee will be reimbursed for these expenditures under \$150. Expenditures in excess of \$150 will not be reimbursed unless the Payee provides justification and obtains approval.

The University will not reimburse employees for contributions or donations made to another organization.

The University will not reimburse an employee for a payment made to an individual (including students) who provided service to the University.

Only if no university vehicle is available, the employee may be eligible for reimbursement for the use of their personal vehicle. The employee must receive approval prior to the business-related trip from their Supervisor for reimbursement for the use of their personal vehicle. The employee will be reimbursed at the approved mileage guideline. Mileage reimbursement covers fuel, maintenance/repairs, transportation and operating costs, so these will not be reimbursed separately. The employee will not be reimbursed for the cost of vehicle purchase or lease.

In addition to the mileage allowance, tolls and necessary parking charges may be reimbursed.

The University does not assume liability for damage to personal automobiles used on University business. Expenses for vehicle repairs are not reimbursable. Under no circumstances will the University reimburse parking fines and moving violations on personal vehicles and university vehicles.

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