Reimbursable Business Expenses

Policy Type: Administrative
Responsible Office: Procurement Services, Office of the Vice President for Finance and Budget
Initial Policy Approved: 11/17/2011
Current Revision Approved: 06/25/2018

Policy Statement and Purpose

The university recognizes that employees, non-employees and students may incur irregular or emergency expenses while conducting official university business. There are a limited number of circumstances where reimbursement is the appropriate purchasing method. The reason for not using a Purchasing Card (P-Card) or purchase order must be provided for each expenditure submitted for reimbursement.

VCU may, with proper justification and documentation reimburse individuals for reimbursable business expenses up to $2,000 per reimbursement. VCU will not reimburse Virginia-based taxes, excluding taxes on meals. Reimbursement for anything other than goods and services; such as honoraria, stipends, independent contractors, etc. is strictly prohibited.

Reimbursements for expenses that do not support the university’s mission or where there is a presence or appearance of personal gain, impropriety or unethical choices are prohibited. Individuals who do not comply with this policy should not assume guaranteed reimbursement of their expenses.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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Who Should Know This Policy

University employees (including faculty and staff), non-employees and students seeking reimbursement from any VCU funding source are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

Authorized Approver
An authorized approver is the requester's direct supervisor or someone higher in the direct supervisor's chain of command. An authorized approver cannot be the individual seeking reimbursement or a subordinate.

Purchasing Card (P-Card)
The Purchasing Card (P-Card) is designed to help streamline the procurement and payment processes for small purchases. This card is intended for faculty and staff who have a recurring need to purchase low-dollar goods and services. Most P-Cards are issued with standard limits of $5,000 per month and $2,500 per transaction.

Contacts

The Office of Procurement Services officially interprets this policy. Procurement Services is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining Policies and Procedures through the appropriate governance structures. Please direct policy questions to Procurement Services.

Policy Specifics and Procedures

1. Submit reimbursement request through Chrome River as soon as possible after the expense is incurred
2. Attach itemized receipts and/or supporting documentation
3. Provide reason/justification for not using established procurement process

Forms

1. Non-Employee Reimbursement form
Related Documents

1. Get Reimbursed Through Chrome River
2. Make a Purchase – Learn about Compliance
3. Use of P-Card
4. University Tax Information and Related Tax Forms

Revision History

This policy supersedes the following archived policies:

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FAQ

There are no FAQ associated with this policy and procedures