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: 04/13/2017

Policy Statement and Purpose

The university recognizes that employees, non-employees and students may incur irregular or emergency expenses while conducting official university business. Reimbursements for expenses that do not support the university’s mission or for expenses 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.

Whenever possible, purchases of $5,000 or less should be placed on a corporate purchasing card (P-Card). In situations where a P-Card is unavailable, VCU may reimburse individuals for reimbursable business 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, 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.

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

Reimbursement requests must be submitted through the university’s electronic reimbursement system and must be accompanied by receipts and/or supporting documentation. Reimbursement requests should be submitted as soon as possible after the expense is incurred.

Forms

Non-Employee Reimbursement form

https://procurement.vcu.edu/media/procurement/docs/word/Non_Employee_Reimbursement_Set_Up.docx

Related Documents

Know What You Can and Cannot Buy

http://procurement.vcu.edu/i-want-to/make-a-purchase/know-what-you-can-and-cannot-buy/
Revision History

This policy supersedes the following archived policies:

- November 17, 2011  Personal Reimbursement Policy
- June 26, 2012  Personal Reimbursement
- April 16, 2013  Personal Reimbursements

FAQ

1. **I have a new employee that purchased printer paper and is seeking reimbursement. She was unaware of the requirement that all office supplies need to be purchased via our mandatory office supply contract on a P-Card. Can we process a personal reimbursement for her since she was unaware of the policy?**

   In order to be reimbursed for a non-allowable personal expenditure, the exception must be documented and approved by an authorized approver.

2. **Can I be reimbursed for gift cards I purchased for a guest speaker?**

   No. Gift and bankcards must be obtained through Accounts Payable’s Gift and Bank Card procedures to allow for proper tracking of recipients for tax reporting purposes.

3. **Does my department need to keep the paper receipts?**

   At minimum, departments should keep paper receipts until the requester has received payment. Paper receipts should be retained longer to comply with department policy or grant requirements.