This is an important reminder about business reimbursements.

Please keep the following things in mind when submitting a reimbursement:

- The fastest way to get a reimbursement is to submit receipts digitally. More than 8 physical receipts will take longer to process. This may delay your reimbursement.
- Turn in all receipts no later than 30 days to avoid taxes. We prefer no later than 2-3 weeks after you make a purchase.
- Reimbursements are required to have the cost center, a reason, and for meals, a list of attendees with affiliations. **Do not** submit reimbursements with just a group name, example Chabal group meeting. This information must be included either on the envelope or on the digital reimbursement.
- All receipts submitted after 60 days will require an extra justification. This must be included with the reimbursement when you submit it. These reimbursements will be taxed.
- I am no longer allowed to submit reimbursements and ask for tax unless it is for meals. Tax on purchases other than meals will not be refunded.
- Alcohol purchases are allowed on all chair accounts (unless specified by donor), and all other accounts that are not state and are not a 1 or a 2 (unless specified by donor).
- I am able to process the alcohol as a split with another cost center if that’s necessary for you. Just list that with the two cost centers to be used for the reimbursement.
- Procurement would prefer that you keep meals at $75/person but they do make exceptions for special dinners.
- For reimbursements that are **missing required information**, I will have to email you for the information. This process will result in delays in your reimbursement being processed. If this is right before the 30 days you may end up being taxed.