

HOW TO SUBMIT BUSINESS REIMBURSEMENTS

- All receipts must include the required details:
 - Cost center
 - Reason
 - For meals only, a list of attendees with affiliations. **Do not** submit reimbursements with just a group name, for example *Chabal Group Meeting*.
- Submit all receipts via email or eProcurement, no later than 30 days to avoid taxes, preferably 2-3 weeks after purchase.
 - To initiate a business reimbursement request in eProcurement, select **Emp. Non-Travel Reimbursement Form**. On the form, enter the following:
 - Supplier (Put your name as the supplier)
 - Supplier Invoice# (Date of expense MM/DD/YY)
 - Attach receipt(s)
 - Assign the cart to the designated Admin Staff (add a comment with details and the cost center number)
- All receipts submitted after 60 days will require an extra justification. **These reimbursements will be taxed.**
- 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). **Provide two cost centers if alcohol needs to be split for the reimbursement.**
- Maximum allowance for meals is \$75/person. Procurement will make exceptions for special dinners.
- Reimbursement requests missing required information will be returned, resulting in delays and possible taxation.