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.