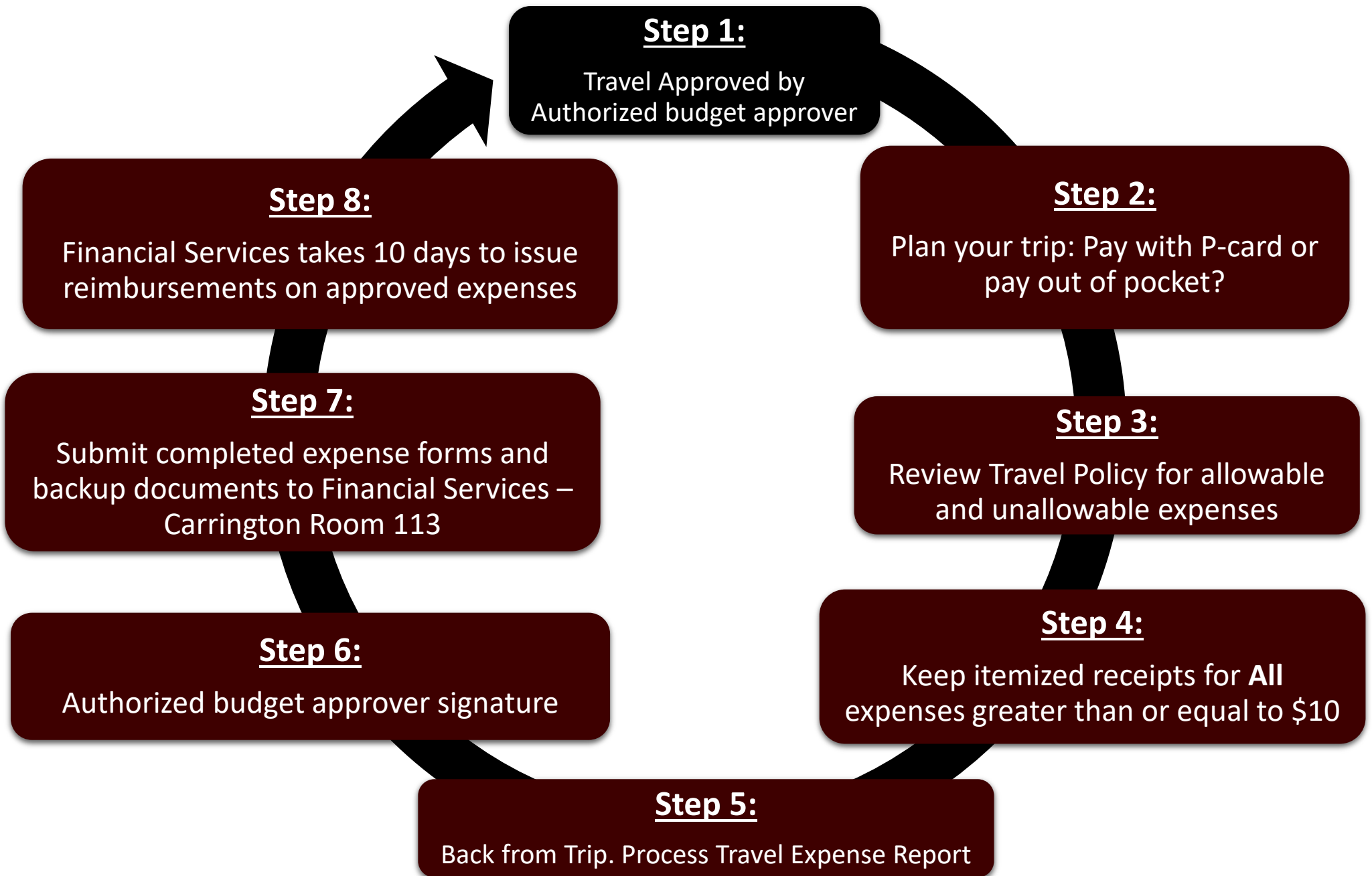
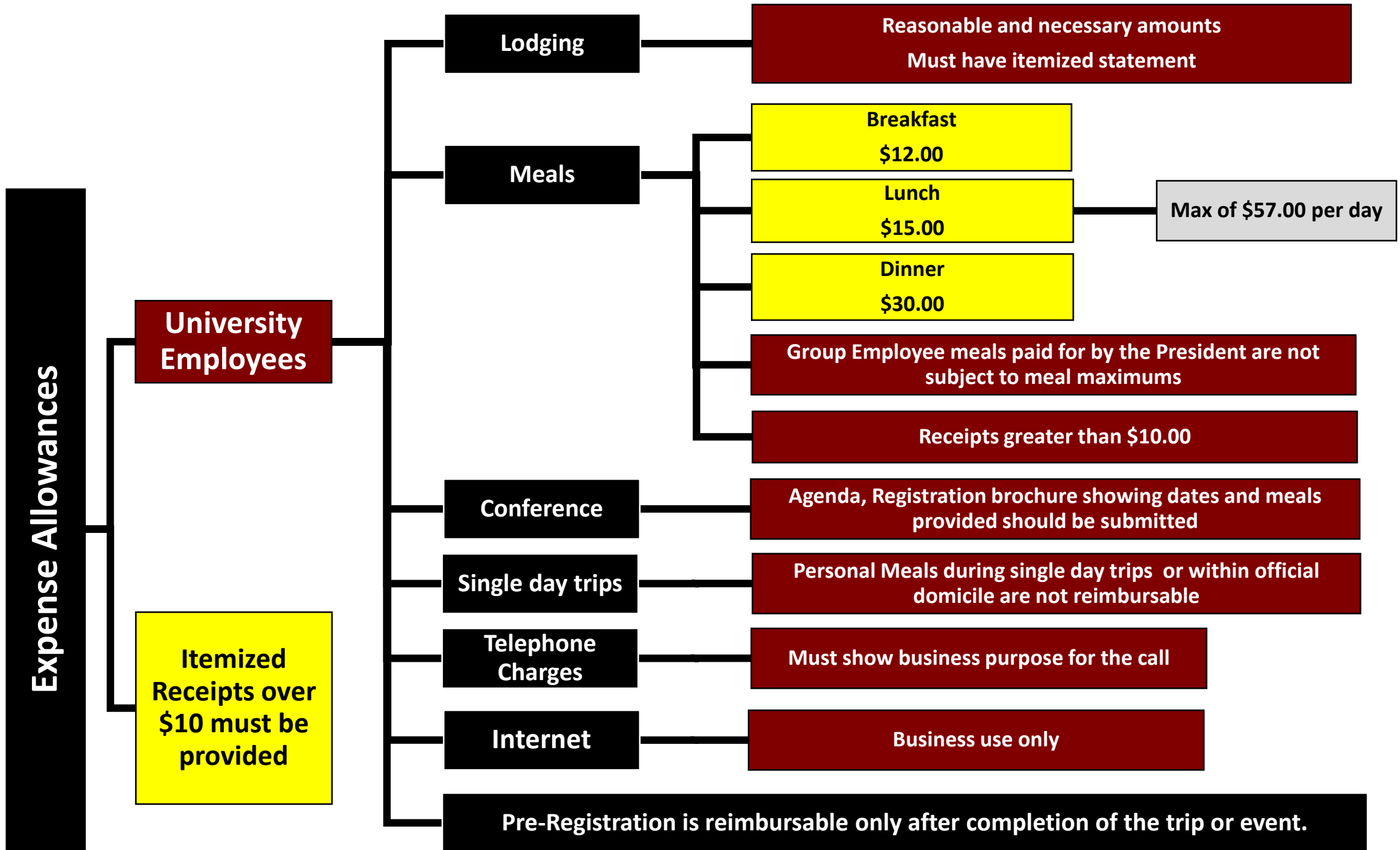






Expenses Not Allowed

University Employees

Personal Expenses

Alcohol

Personal Travel Insurance

Movies

laundry

Extra Meals

Laundry Exception

Extended Foreign travel. Receipts over \$10 should be provided

Exceptional Circumstances

Legitimate & well documented expenses otherwise denied, will be reimbursed with Dean or Vice - Presidential approval only

Candidate Travel and Moving Expense

Discretion of the department seeking to hire candidate

Taxable amount reported on employees W-2 form

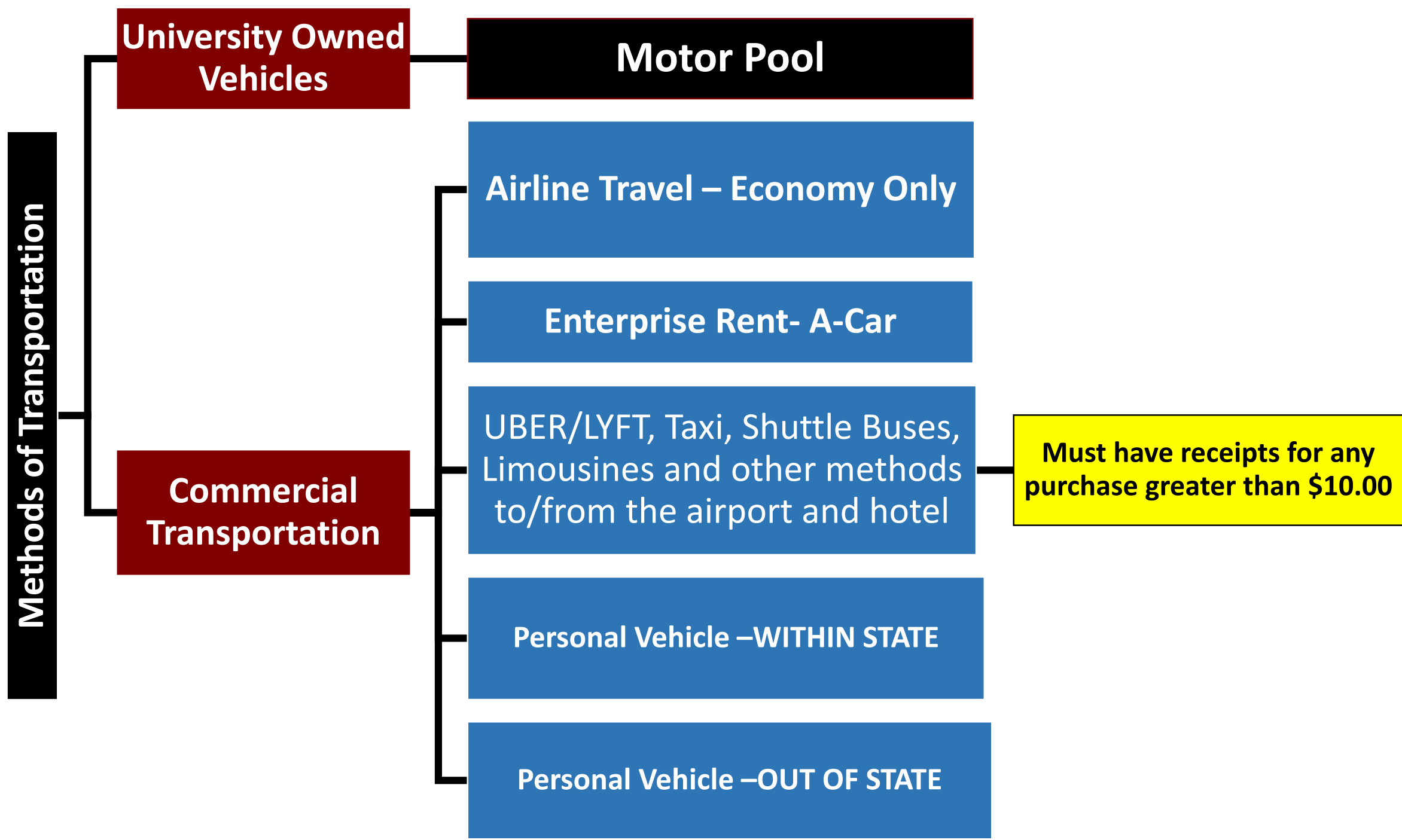
Foundation funds may be used for reimbursement

Travel Expense report must clearly indicate "Candidate Travel"

Spousal/Dependent Travel

Board of Governors annually approves non-contractual fringe benefits for a limited group of employees

The university will not pay for any spousal travel except as approved by the Board of Governors.



Foreign Travel

Foreign Travel Authorization Form

Vice – Presidential approval required

Inoculation is reimbursable

Expenses incurred in obtaining passports and visas are reimbursable

Upgrade to Economy Plus is allowed. No reimbursement for business or first class airfare

If less than 25% of the trip is spent on personal activities, the trip is considered entirely for business

Receipts for Foreign Travel:

All receipts to be converted to US Dollars use

<https://www.oanda.com>

Credit Card Transactions can be used as a source for the conversion rates.

In the event that no receipt documentation can be obtained from the vendor, the employee must provide a written, signed statement stating that all related purchases did not include alcohol.

Frequently Asked Questions

Independent Contractor Form

Contracting for payments to an individual for personal services they generally offer to the public

The University has the right to control or direct ONLY the results of the work and not what and how it will be done

Payment Request Form or Requisition?

Payment Request forms may be used for after-the-fact purchases from approved categories up to \$10,000

Acceptable Examples: Office Supply charges, performance contracts, refunds, rent payments, reimbursements, phone bills or utility bills

Requisitions should be utilized for future purchases greater or less than \$10,000 in those instances a P-Card is not used

Acceptable Examples: Application Fees, consulting, deposits, event guarantees(Banquets, entry fees, field trip rentals) insurance, maintenance agreements, membership dues, registrations or subscriptions

Payment Request or Travel Expense Report

Purchases outside of Travel Expense Policy/ Petty Cash of any amount greater than \$1 goes on a **Payment Request form**

Meals are part of the Travel policy and should be submitted on a **Travel Expense Form**

Food Purchased as a supply for a class or event would be a reimbursement submitted on a **Payment Request form**

Budget Transfer or Journal Upload

If a transaction has already occurred and was charged to the incorrect account a **Journal upload** needs to be done. Email or memo to your budget analyst

When a department wants to financially support an expenditure of another department or centrally held budget which is distributed throughout the year is done through a **Budget Transfer**

83000 Transfers

Both giving and receiving units are in different Funds, you may request an 83000 transfer of your **Budget Analyst**

Transfers exceeding \$100,000 for academic purposes must be approved by the **CFO** or the **President**

Transfers exceeding \$25, 000 for non-academic purposes must be approved by the **CFO** or the **President**