PROCEDURE

Effective Date: October 1, 2018
Approved By: Director, Business Services

Authority: POL-U5348.01

Cancels: PRO-U5348.12A Reimbursing Employees

See Also: FRM-U5348.01A Employee Reimbursement Request e-form
          STN-U5348.01B Controlled and Prohibited Purchases
          STN-U5348.01C Standards for Purchasing Goods and Services

PRO-U5348.01B REIMBURSING EMPLOYEES

**Action by:** University Employee

**Action:**

1. **Ensures** purchase can’t be made through the priority purchasing methods (OneCard, Marketplace) as required in the *Standards for Purchasing Goods and Services* STN-U5348.01C.

2. **Requests** to make purchase from the appropriate Budget Authority prior to making the purchase.

**Action by:** Budget Authority

3. **Ensures** purchase is within budget and complies with:
   - POL-U5348.01 Purchasing Goods and Services Policy
   - STN-U5348.01B Controlled and Prohibited Purchases

4. **Authorizes** the purchase to be made with employee’s personal funds, *only if* the purchase cannot be made using a OneCard or through Marketplace.

**Action by:** University Employee

5. **Makes** purchase and **ensures** an *itemized* receipt is obtained.

6. **Completes** the *Employee Reimbursement Request e-sign form* and **reviews** Section 2 to understand how reimbursement will be paid and received.

7. **Attaches (scans)** receipt(s) to the e-sign form ensuring the scanned copy is legible.
8. **Submits** e-form to the appropriate Budget Authority for approval.
   
   a). If the Budget Authority is the recipient of the reimbursement, the form must be approved by the another appropriate Budget Authority or the Financial Manager.
   
   b). If the Financial Manager is the recipient of the reimbursement, the form must be approved by their Dean, or VP's, or President’s Office, as appropriate.

10. **Receives** e-sign form.

11. **Ensures** employee had appropriate authority to make the purchase.

12. **Ensures** the purchase is not a duplicate request from the employee. If unsure, searches *WebForm Finder* or Banner form FAIVNDH for previously submitted reimbursements.

13. If request is valid and meets compliance requirements, “**approves**” e-form to:

   a). Research and Sponsored Programs (RSP) if grant funded (go to step 14), or

   b). Purchasing Department if not grant funded (go to step 15).

14. **Reviews** for grant compliance. If compliant, approves form to Purchasing Department.

15. **Reviews** form and receipt to ensure compliance with purchasing rules.

16. **Verifies** appropriate budget authority received in accordance with Step 8.

17. **Contacts** Budget Authority if there are issues.
**PROCEDURE**

**Action by:**  
**Action:**

**Purchasing Department (cont.)**

18. **Reviews** Section 2 of the form to determine if payment to be processed by A/P or SBO.

   a). If selected #1 or #2, route to A/P, and **go to step 19**.

   b). If selected #3, route to Cashier (SBO), **go to step 22**.

**Accounts Payable (A/P)**


20. **Processes** reimbursement as follows:

   a). Via ACH if employee selected #1 in Section 2 of the form.

   b). Via check if the employee selected #3 in Section 2 of the form.

21. **Go to step 29**.

**Student Business Office (SBO)**

22. **Receives** Reimbursement Request e-sign form.

23. **Waits** for employee to arrive at SBO to obtain cash reimbursement.

24. Upon arrival of employee, **retrieves** Reimbursement Request e-form.

25. **Prints** form if not already printed.

26. **Obtains** employee’s signature on form

27. **Processes** the reimbursement in accordance with internal procedures.

28. **Provides** employee with reimbursement amount in cash.

**Employee**

29. **Receives** reimbursement.