

# 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:**

**Action:**

University Employee

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.

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.

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.

## PROCEDURE

Action by:

Action:

University Employee (cont.)

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.

Budget Authority  
(or alternate, see #8 a. and b.)

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).

Research and Sponsored Programs (RSP)

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

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.) | <p>18. <b>Reviews</b> Section 2 of the form to determine if payment to be processed by A/P or SBO.</p> <p>a). If selected #1 or #2, route to A/P, and <b>go to step</b> 19.</p> <p>b). If selected #3, route to Cashier (SBO), <b>go to step</b> 22.</p>  |
| Accounts Payable (A/P)        | <p>19. <b>Receives</b> Reimbursement Request e-form.</p> <p>20. <b>Processes</b> reimbursement as follows:</p> <p>a). Via ACH if employee selected # 1 in Section 2 of the form.</p> <p>b). Via check if the employee selected #3 in Section 2 of the form.</p> <p>21. <b>Go to</b> step 29.</p>  |
| Student Business Office (SBO) | <p>22. <b>Receives</b> Reimbursement Request e-sign form.</p> <p>23. <b>Waits</b> for employee to arrive at SBO to obtain cash reimbursement.</p> <p>24. Upon arrival of employee, <b>retrieves</b> Reimbursement Request e-form.</p> <p>25. <b>Prints</b> form if not already printed.</p> <p>26. <b>Obtains</b> employee's signature on form</p> <p>27. <b>Processes</b> the reimbursement in accordance with internal procedures.</p> <p>28. <b>Provides</b> employee with reimbursement amount in cash.</p> |
| Employee                      | <p>29. <b>Receives</b> reimbursement.</p>   |