

## CALS Reimbursement Basics

This is a non-exhaustive set of basic procedures for reimbursement to help streamline and make the reimbursement process easier for you. When in doubt, however, please contact the business office staff before spending unit or personal funds to ensure full reimbursement.

### General Guidance

- Reimbursements should be reasonable and have a clear and obvious business purpose
- Submit original itemized receipts or invoices except where per diem is allowed (see *Meals* below) – credit card statements are not allowed as proof of payment by the IRS or the University
- Submit flyer or brochure for events (evidence of business purpose)
- Alcohol may never be reimbursed on University funds – Foundation funds may be available for special events; prior approval is required from the unit head or business office to use Foundation funds
- Where food reimbursements are sought for meetings, a reimbursement request should include: 1) original itemized receipts, 2) a statement of the business purpose, and 3) list of attendees
- Please submit reimbursement documents no more than 10 days following the date of the receipts for prompt payment. The business office will make every attempt to process reimbursements within 7 days of request. The University may take up to an additional 14 days to issue payment. Some transactions may take longer.
- All reimbursement requests paid more than 90 days after the date of the receipts are considered taxable income to the requestor by the IRS

### Travel

- **Travel Authorization:** The University requires that employees file a Travel Authorization before travel. This form places employees on travel status if necessary for Risk Management and emergency issues, pre-approves travel purpose, and allows money to be identified to fund the trip. Contact the business office for more information. Failure to file an authorization prior to the trip could result in the denial of reimbursement by the University.
- **Conference Fees, Airfare & Rental Cars:** Conference and registration fees, airfare, and rental cars can be pre-paid before the trip using the College's PCard (credit card). Coordinate with the business office to receive some minimal training and temporarily use the unit PCard (card must be returned immediately after purchase is complete). This will save you and the budget office time with the reimbursement process. Please provide conference flyer/brochure along with the receipt when returning the PCard.
- **Rental Cars:** Additional purchased insurance cannot be reimbursed unless employee is under 25 years of age or rental takes place in a foreign country. State Risk Management provides damage/liability coverage only for employees operating on University business. Limitations apply. Report any accident or loss to the rental agency and UA Risk Management as soon as possible.
- **Hotels:** Hotels can be booked using a pcard with the hotel enhancement. A personal credit card must be provided at check-in at the hotel for incidentals. The designated conference hotel is the best option, even if it is more expensive than alternatives. Please provide conference brochure showing room rates to ensure full reimbursement by the University. If you decide to book a room at a non-conference hotel, it must be within the lodging per diem rate for the University (rates vary by location). If it is not within the per diem rate, it must be pre-approved by the University's Travel Office to ensure full reimbursement.
- **Meals:** Travelers who spend the night in a commercial establishment are eligible for meal per diem (rates vary by location). Itinerary and lodging receipt, if applicable, are required. College practice is to reimburse benefit-eligible employees per diem for meals, which eliminates the need to retain and submit itemized receipts. Students, student employees traveling on unit business, and visitors should retain and submit itemized meal receipts. Visitors and students – those not employed by the University – are required to submit an Independent Contractor (ICON) form for reimbursement.