

## **REIMBURSEMENT POLICY**

### **PURPOSE**

This policy is intended to ensure consistency and timely submission of reimbursement requests in accordance with university policy and applicable laws. Students should only very rarely find the need to use their own funds for official expenditures. Every effort should be made to have items direct billed or purchased through university channels rather than filing for reimbursement.

### **POLICY**

1. Before any expenditure is incurred, students should ensure that the expenditure is budgeted and approved by the appropriate officials using a reimbursement request form.
2. Receipts
  - An official receipt shows the business/vendor name and address, date and description of specific items purchased.
  - A credit card receipt is not a valid receipt but may be attached to show that the items were paid for.
  - Only items for which a student requires reimbursement should be shown on the receipt. No purchase of personal items should be on the same receipt.
3. Meals
  - The maximum meal reimbursement rate shall be equal to the state's per diem rate.
  - Itemized receipts are required for all meal reimbursements.
  - When traveling, it is the student's responsibility to keep track of all receipts and apply for reimbursement following university guidelines.
  - When applying for reimbursement for meals for more than one person, the names and staff positions of everyone at the meal should be attached to the reimbursement form and receipts.
4. Alcohol
  - Student Media will neither purchase nor reimburse any student or employee for the purchase of alcoholic beverages. Such items should not be present on any receipts presented for reimbursement.
5. Office supplies
  - Office supplies will be purchased by University staff members in the Student Media office using established university procedures.
  - If an item is not available through established University procedures, a professional staff member will give the authorization to purchase items in another manner.

All reimbursements must be turned in within 14 days of the expenditure. No reimbursement requests will be honored that aren't completed and turned in within 14 days.