Support Documentation for Employee Reimbursements

All requests for reimbursement must be submitted with appropriate support documentation which includes the following information:

1) Who was involved?
2) What activity was performed?
3) Why was the activity done (business purpose)?
4) When did the activity occur?
5) Where did the activity take place?

Meals

Acceptable documentation submission to Accounts Payable must include both a summary receipt and a detailed receipt, showing the name of the payee, date, and detail of items purchased. A summary receipt or credit card charge slip only is not sufficient documentation of such expenses. If a detailed receipt is not available, please note this on the receipt prior to submission to Accounts Payable. Detailed and summary receipts are required regardless of amount.

Documentation to substantiate the expenditure for a meal must include:
   1) Names of Attendees
   2) Cost
   3) Date
   4) Business purpose

Processing Reimbursement Requests

Reimbursements of $35 or less will be processed as Petty Cash. Bring your approved reimbursement request and appropriate support documentation to the Finance Office to receive your cash.

Please consolidate personal requests for reimbursements and submit to Accounts Payable for payment no more often than once a week. If you are using a personal credit card for your expenses, please submit no more than weekly, and if possible less frequently depending on your credit card’s billing cycle.
Requests must be submitted for reimbursement no more than 30 days after the purchase was made, or it will not be eligible for reimbursement.

Please do not use *highlighters on receipts*. A highlighter will effectively erase the important information.

To facilitate the scanning and digitizing of documents, all receipts should be submitted taped to 8.5 x 11 white paper. Those pages should then be *stapled* to the reimbursement request form.

Vendor invoices should not be submitted with a check request attached. The pertinent information (FOAP, Approval, etc) should be written directly on the invoice.

Do not send remittance envelopes with invoices unless there is prepaid postage. Our checks are a custom size and won’t fit into the envelopes included.

**Mileage Reimbursement**

A traveler may request mileage reimbursement when the traveler is using a personal vehicle for University business. The mileage reimbursement rate will be the standard mileage reimbursement rate as published by the Internal Revenue Service.

To qualify for reimbursement, the employee must document the following:

1) Date of Travel
2) Beginning Location
3) Ending Location
4) Purpose of Travel

The beginning and ending location and mileage amounts must be supported by a MapQuest/Google Maps directions print out.

Daily travel to and from home, even if the employee is called in to work on a non-scheduled work day, is not eligible for mileage reimbursement.

Incidental travel within the metro area (normally within 15 miles of campus) should not be submitted for reimbursement unless local travel is mandated as part of the employee’s job description.

In cases of more extended travel, the mileage reimbursement amount will be reduced by the daily commute mileage from the employee’s home to campus. Similarly, the mileage reimbursement amount should never be greater than the cost of a coach class airfare to the same location. If these instances occur, the actual reimbursement amount will be lesser of the two modes of transportation.

Mileage reimbursement requests should be submitted (at minimum) on a *monthly* basis.
Processing Payments

Completed employee reimbursement requests must be received by Accounts Payable by **10am** the day prior to a check run (Monday’s and Wednesday’s) in order to be included in the next day’s batch.

All other AP items (invoices, stipend requests, etc) will be processed within 72 business hours of receipt by Accounts Payable or in accordance with the payment terms set forth on the invoice.

New Vendor invoices require submission of a W9 before payment can be processed. A blank W9 form can be found on the I drive (I:\campus\Finance Forms). The completed form can be faxed to 503-280-8661 attention Accounts Payable or emailed to AccountsPayable@cu-portland.edu.

Petty Cash

Petty Cash is used to process reimbursements of $35 or less and cash advances for student meal money during group travel (such as Athletics team travel or music ensemble tours). The maximum amount of petty cash given for student meal money is $800. Requests greater than $800 will be processed via direct deposit to the coach or ensemble director.