Reimbursement of University Business Expenses Paid from Personal Funds

Revised: 11/12
FSS/PPS No. 03.05.01
Issue No. 4
Reviewer: Director of Accounting
Effective Date: 03/10/00 (E4Y)
Review Date: 03/16

01. PURPOSE

01.01 This policy establishes procedures for reimbursements to Texas State employees who have expended personal funds for university business expenses.

02. POLICY

02.01 Reimbursements authorized under this policy are nominal in amount, infrequent in occurrence, and the result of extraordinary circumstances which prevented the use of regular purchasing procedures. Texas State employees should make every effort to purchase goods and services through regular purchasing channels. Refer to UPPS 05.02.02, Texas State Purchasing Policy, for guidance.

02.02 A reimbursement is made to Texas State employees for an expenditure from personal funds only if the expenditure was incurred on behalf of Texas State to accomplish activities related to the university's mission.

02.03 Reimbursements will only be made with adequate documentation. Adequate documentation includes an itemized invoice or comparable item from the vendor. Refer to Section 03.03 for further guidance. The Director of Accounting or their delegate is authorized to determine the adequacy of documentation for reimbursement requests.

02.04 Allowable reimbursements include:

a. Supplies purchased for a business purpose.
b. Registration fees paid to attend training and/or conferences when not practical to include on the travel expense reimbursement request or a P-card.
c. Purchases of food, related sales taxes (see Sec. 02.05), and related tips not exceeding 20% of the total bill when those purchases are made in accordance with UPPS 03.01.03 or the Business Meal Procedure.

02.05 Purchases made by an employee when buying taxable items of a personal nature (meals for personal consumption, toiletries, clothing, laundry, etc) are not exempt from Texas sales tax, even if the university gives an allowance or reimburses for such items. A Texas Sales Tax Exemption Certificate may not be given to a retailer for these purchases and Texas sales taxes are reimbursable from non-state funds for these items when a valid
business purchase is documented for the purchase. Sales tax paid in states other than Texas is reimbursable.

02.06 Travel expense reimbursements are to be made in accordance with Texas State's travel policy.

02.07 Reimbursements will not be made for personal funds expended for capital or controlled assets to assure that state requirements are met, regarding inventorying and tagging capital equipment and controlled items.

02.08 Payments for personal services may not be reimbursed. Contact the Office of Payroll and Tax Compliance for guidance concerning personal service payments.

02.09 Agency funds are not subject to this policy. Refer to UPPS 03.01.10, Student Organization Accounting, and UPPS 03.01.15, Agency Funds, for guidance.

02.10 Exceptions to this policy resulting from extenuating circumstances may be granted by the respective divisional Cabinet Officer. Written approval must be included as documentation with the Form AP-1.

03. PROCEDURES FOR REIMBURSEMENT

03.01 To obtain reimbursement under this policy, requests must be submitted not later than 60 days from the date the expenditure occurred.

03.02 Requests must be made on Form AP-1 and submitted, with required approvals and documentation, to Accounts Payable.

03.03 Documentation must include a detailed invoice, sales ticket, receipt, or comparable confirmation from the vendor that the expense was incurred. A credit card charge slip, with total amount only, is not adequate documentation. Additional supporting documentation may be required, such as a conference agenda for registration fees.

03.04 Approvals required to obtain reimbursement must include at least one reporting level above the employee making the request.

03.05 Supervisor and account manager pre-approval is recommended to ensure employee reimbursement will be approved and processed.

03.06 Accounts Payable will process the reimbursement after a complete Form AP-1 supported by adequate documentation is received. Payment will be made via ACH. Any exceptions to payment via ACH require written approval of the Director of Accounting or the Director’s delegate.
04. MAJOR RESPONSIBILITIES ASSOCIATED WITH THIS PPS

Major responsibilities for routine assignments associated with this PPS include the following:

<table>
<thead>
<tr>
<th>Positions</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Vice President, Financial Services</td>
<td>Review</td>
<td>Mar. (E4Y-00)</td>
</tr>
<tr>
<td>Director, Accounting</td>
<td>Review</td>
<td>Mar. (E4Y-00)</td>
</tr>
<tr>
<td>Director, Purchasing</td>
<td>Review</td>
<td>Mar. (E4Y-00)</td>
</tr>
</tbody>
</table>

05. CERTIFICATION OF STATEMENT

This FSS/PPS has been approved by the following individuals in their official capacities, and represents FSS policy and procedure from the date of this document until superseded.

Associate Vice President, Financial Services, Reviewer

Director, Accounting, Reviewer

Vice President for Finance and Support Services

Approved: ____________________________

Associate Vice President, Financial Services

Approved: ____________________________

Director, Accounting

Approved: ____________________________

Vice President for Finance and Support Services