

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Expense Reimbursement (including mileage reimbursement not related to out-of-town travel)

POLICY NUMBER:

EFFECTIVE DATE: March 1, 2009

REVISION DATE: December 3, 2010

ACCREDITATION STANDARDS:

POLICY:

The University will reimburse those who spend personal funds for authorized University-related business activities including mileage, when not associated with out-of-town travel. (For travel-related reimbursement, please see the "Travel Expense Reimbursement Policy.")

PURPOSE:

To give reimbursement guidance for those who spend personal funds for University-related business expenses.

To define authorized expenses.

To prevent reimbursing personal expenses.

SCOPE:

All employees and non-employees who are authorized by the University to spend University funds on behalf of the University.

DEFINITIONS:

"...those who spend..." - refers to any person who is authorized to spend funds on behalf of the University - this includes non-employees.

Supporting receipts - refers to the ORIGINAL expense receipts

Securely taped - tape the receipt to letter-sized paper (8-1/2" x 11") - do not overlap receipts and do not tape over any pertinent information on the receipt (name of business, date of transaction, amount of each item, and total due). Do not highlight on receipt.

FORMS AND APPLICABLE DOCUMENTS:

PROCEDURES:

Those who spend personal funds for University-related expenses shall fill out an Expense Advance/Reimbursement Voucher within fourteen (14) days after the expense occurred.

Expenses that total \$100 or less may be reimbursed through petty cash. Expenses totalling more than \$100 must be paid through the Accounts Payable system.

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The supervisor shall verify the availability of funds in their budget before presenting receipts for reimbursement through petty cash. If funds are insufficient, the supervisor can provide written instructions for transfer of funds from another account to cover the expenses. Sufficient funds must be available before the petty cash is disbursed.

Signed Expense Advance/Reimbursement Vouchers with supporting receipts are sent to the supervisor (or other person responsible for expenses) for approval. Cross reference receipts to the amounts listed on the Expense Advance/Reimbursement Voucher.

ORIGINAL receipts must be submitted with the Expense Advance/Reimbursement Voucher.

If receipts are smaller than letter-size paper then they must be securely taped to a letter-sized piece of paper - attach receipts to ONE side of the paper only. Do not overlap receipts when taping them down so that all receipts are exposed and no dollar amounts are covered. Do not fold your receipts. Do not tape over any pertinent information on the receipt (name of business, date of transaction, amount of each item, and total due). Do not staple the receipts to the paper.

Do not highlight or tape over amounts on the receipts because quite often the ink disappears and the receipts are useless.

Unreimbursable expenses include items not directly related to Southeastern University business, such as personal telephone calls, lodging and meals for family members or non-business guests, entertainment, etc. Unreimbursable expenses are to be deducted on the Expense Advance/Reimbursement Voucher.

When submitting a meal receipt for reimbursement, the detailed receipt must be included, with the tip amount written under the total and added together for the grand total. When meal receipts include more than the person submitting the reimbursement, names of all attendees, their position, the company they work for, and the reason for the meal must be included with the original, detailed receipt.

Please follow instructions outlined in the "Gift Giving Policy" for procedures when purchasing gift cards as prizes/giveaways.

If a mileage reimbursement is being submitted, you may be asked to include directions or a map indicating the number of miles to the destination. This information can be obtained using resources such as www.mapquest.com or www.maps.google.com.

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The supervisor must review the Expense Advance/Reimbursement Voucher and attached documentation before approving (by signing) the Expense Advance/Reimbursement Voucher.

The supervisor must send the approved Expense Advance/Reimbursement Voucher and supporting documentation to the Business Office Administrative Assistant for auditing.

Once the Business Office has approved the Expense Advance/Reimbursement Voucher, it is processed for payment.

The Business Office shall prepare checks (or issue petty cash) for the amount owed to those who have spent personal funds for University-related business.

If an Accounts Payable check advance was used for the expense, deduct the amount from the reimbursement in the "Advance Check" field on the Expense Advance/Reimbursement Voucher and write the check number on the line provided. Any funds remaining from a check advance must be deposited with the Cashier in the Business Office. The receipt from the Cashier should be submitted along with expense receipts as part of the expense report.

If a petty cash advance was used for the expense, deduct the amount from the reimbursement in the "Petty Cash Advance" field on the Expense Advance/Reimbursement Voucher. Any amount spent above the \$100 petty cash advance will be reimbursed with an Accounts Payable check.

If a corporate credit card was used for the expense, deduct the amount on the "Less Items Charged to SEU" field on the Expense Advance/Reimbursement Voucher.

APPROVAL:

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DISTRIBUTION: All department heads

AUTHOR: Controller