

REQUESTS FOR REIMBURSEMENTS

(Does not apply to faculty professional development)

Travel:

University departmental purchasing cards should be used to secure travel arrangements. If not available, contact purchasing and they will finalize arrangements with a University Credit card. **The traveler should not use their Personal Credit Card.**

Hotel arrangements and advance registration fees are handled in a similar manner. The traveler secures a hotel reservation using the departmental purchasing card and obtains a confirmation number. When checking out, make sure the hotel charges the RWU card. Payment of seminar registration fees can usually be made on line with an RWU card. There again is no need for the use of a Personal Credit Card.

The only travel expenses that an employee should incur are for meals, taxis, and small out of pocket expenses. Upon return from travel, employees are required to submit a Travel and Entertainment Request for Reimbursement Form which can be obtained from the mailroom, with appropriate receipts attached. The form must specify the location of the event and the business purpose. Any meal receipts that include food for persons other than the reimbursed employee, must state attendee names, affiliation and business purpose. Do not use a Purchase Requisition/Payment Request Form. The University does not reimburse a meal per diem rate with the exception of the Enrollment Management department. Please provide actual receipts for meals.

Any request for personal reimbursement must include dean or department head signature.

Other Reimbursements:

Under rare circumstances when you cannot obtain a purchase order and must make a purchase yourself, you must submit a Purchase Requisition/Payment Request Form for reimbursement with proof of payment. This must be signed by your Dean or department head. The only acceptable proofs of payments are:

- Receipt for the item
- Copy of cancelled check
- Copy of credit card statement

It is a violation of University Policy to purchase equipment, supplies, or service without obtaining a purchase order or consent from the Purchasing Department. The reasons are the University has approved vendors with pre-determined discounts, sales tax exemption, and receives rebates for purchase volume.

Time Frame for all check requests:

The signed reimbursement request should then be forwarded to Purchasing for further routing to Finance. All reimbursement requests received in purchasing by noon on Tuesday with proper signatures and documentation will be paid by Friday of following week (ten business days). All emergency check requests must be signed by the Dean or department head regardless of the amount of purchase.

Phone Calls:

Normally checks will be mailed interoffice unless otherwise noted on the requisition form. If requested, the finance office will call you when your check is ready. Calls to the finance office should not be necessary.

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