



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### Section 1.5 – Employee Reimbursement

1. In order for an employee to be reimbursed an Expense Report must be completed in the PeopleSoft Finance Travel & Expense module. The expense report must include an explanation/justification for the reimbursement which must be noted in the "Description" portion of the Expense Report. Budget Authority approval must be obtained on-line along with the submission of all receipts to the Accounts Payable Department.
2. If a reimbursement is being made where other procurement mechanisms were available and not used an explanation of why the appropriate procurement mechanism was not used is required and must be approved by the Procurement Department.
3. In accordance with University policy, reimbursements must conform to the University's Business Expense Policy which is outlined in Trustee Doc. T92-031 (Appendix C).
4. Expense Reports covering such requests must be accompanied by all original receipts and forwarded to the Accounts Payable Department.
5. The approval for expenditures is at the discretion of the individual exercising budgetary control over the account/fund from which the employee is seeking reimbursement.
6. There will be no Massachusetts Sales Taxes reimbursement under any circumstance. Refer to the employee travel guide for further information regarding allowable taxes. [http://www.umassd.edu/admin\\_finance/manuals/travelmanual/](http://www.umassd.edu/admin_finance/manuals/travelmanual/)
7. Final approval for reimbursement is subject to approval of the Accounts Payable Department and must be in compliance with University requirements and audit guidelines.
8. Requests for reimbursements with prior approval should be submitted to the Accounts Payable Department within thirty (30) days of the expense.
9. Audit regulations **require** that all reimbursements be submitted prior to the end of the fiscal year in which they were incurred.