

Expense Reimbursement Policy

IS&T Expense Reimbursement Policy

Effective April 1, 2010

Verification of Pro Card Purchases

- For Food & Beverage Purchases:
 - A receipt is required to be submitted to the Finance Team along with a description of the event
 - If there are less than 15 attendees at the event, a list of the participants must also be provided to the Finance Team
 - An email from the employee's Director indicating prior approval of the purchase will also be submitted
- Travel & Professional Development and Computer Purchases:
 - A receipt is required to be submitted to the Finance Team
 - An email from the employee's director indicating prior approval of the purchase will also be submitted
- All Other purchases
 - A receipt is required to be submitted to the Finance Team

All Other Reimbursements (including personal credit card use):

- For Food & Beverage Purchases:
 - A receipt is required to be submitted to the Finance Team along with a description of the event
 - If there are less than 15 attendees at the event, a list of the participants must also be provided to the Finance Team
 - An email from the employee's Director indicating prior approval of the purchase will also be submitted
- All Other purchases
 - A receipt is required to be submitted to the Finance Team
 - An email from the employee's manager indicating prior approval of the purchase will also be submitted

Last updated: 2/1/10

Updated by: David Segaloff and Allen Wallace