

**Office of Business & Finance
Administrative Services Center**

Preparation Date: 11.01.2006

Revised Date:

Approved: 11.01.2006

Objective

There is currently no written policy regarding non-travel reimbursements that are past 90 days. A policy clarification is needed.

Recommended Process Changes

Any reimbursement must be processed within 90 days of the original transaction to be eligible for payment. This policy is in place for all forms of payment that could be used to reimburse the individual (i.e. payment request, petty cash, travel reimbursement, etc.). This policy covers reimbursements to both University employees and non-University employees.

Exceptions to this policy need to be requested in writing and approved by the Senior Vice President of Business and Finance or designee.