3.1.1 Timely Reimbursement of Business Expenses

Policy Statement
The University will reimburse employees for out-of-pocket expenses incurred during the execution of University business. Substantiation of reimbursable expenses must detail who incurred the expense, what was purchased, where the transaction occurred, the date the transaction occurred, and the business purpose of the expense.

Reason for policy
This policy is to document the requirements for supporting documentation on unencumbered transactions.

Procedures
Reimbursement requests should be made via the electronic check request system, and a link to the system is provided under the Related Information section below. Supporting documentation should be uploaded to the check request as a digital attachment. To ensure effective internal controls, at least two individuals must review a check request before it is submitted to Accounts Payable for processing. Departments can set up different levels of approval, depending on if the check request is submitted electronically or in a paper format. In order to ensure timely payment, please allow five (5) to ten (10) business days for adequate processing time.

Additional contacts
Jennifer Dunlap
Phone Number: (706) 542-2786

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President & Controller
Policy Owner: Accounts Payable
Policy Contact: Jennifer Dunlap
Phone Number: (706) 542-2786

Record Retention
Research Grant Records
Number 0472-09-006
These records relate to funded research grant proposals and research activity associated with grant funded projects. Examples of records include: supporting statistics, demographic data, draft proposals, suggested revisions, final proposals, forms, protocols, applications, research/activity reports, progress reports, and summary reports.
Retention: Final research report is permanent. All other records: 7 years after the end of the grant period.

Accounting Records
Number 0472-03-001
This series includes bank statements, purchase requests, purchase orders, requisitions, financial reports, accounts payable and receivable records, write-off records, discrepancy, payment schedules, operating statements, year-end projections, reconciliation and expenditure reports, cancelled checks, check stubs, moving expense records, cost accounting reports, refund/disbursement request records, returned checks, deposit slips, travel records, credit voucher requisition records, cash balances and reconciliations, sales and cash reconciliation records, journal entries, outstanding obligations, refund/disbursement requests, receipts and invoices.
Retention: Monthly and quarterly reports: 1 year. All other records: 5 years.

Policy Appendices
Policy Dates

Effective Date:

Date Last Updated: 06/22/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: