### 3.1.1 Timely Reimbursement of Business Expenses Other Than Travel

**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.

This policy does not include travel related expenses. Reimbursements for travel related expenses should follow the University’s travel policy.

**Reason for policy**
This policy is to document the requirements for supporting documentation on Reimbursements to employees.

**Procedures**
Employee reimbursements will typically be processed via expense report using the Expenses module in the UGA Financial Management System. Expense reports should have proof of payment in the form of a receipt. There will only be isolated cases where employee reimbursements would be processed using a payment request through the Accounts Payable module in the UGA Financial Management System. These are explained below.

Isolated cases where employee reimbursements will be processed using a payment request through the Accounts Payable module include transactions that may have tax reporting implications and need to be tracked. These cases include reimbursement to an employee for value cards (gift cards) used for participation payments. These reimbursement requests will be submitted via spreadsheet provided to the department by Accounts Payable. For instances where an employee is reimbursed through the Accounts Payable module, the employee will need to complete the supplier registration process to establish a record within the University’s supplier database.

**Forms/Instructions**
N/A

**Additional Contacts**
N/A

**Definitions**
N/A

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

Appendices
N/A
FAQs
N/A
Related information
The following material provides instructions for expense report creation and submission:

Creating an Expense Report for a Non-Travel Expense
Creating an Expense Report as a Delegated User
Submitting an Expense Report
Submitting an Expense Report Prepared by a Delegate
Reviewing the Status of an Expense Report
Editing and Resubmitting a Sent Back Expense Report

Additional Expense Report training material can be located in the OneSource Training Library.

Policy Dates
Effective Date: 06/22/2016
Date Last Updated: 04/20/2020
Date of Last Review:
Date of Approval: 04/20/2020
Previous Version of Policy: