



UNIVERSITY OF DALLAS

Office of Finance

TO: UD Students, Faculty and Staff

FROM: Office of Finance

CC:

SUBJECT: Expense Reimbursements

I. Scope

The policies herein apply to all University of Dallas (UD) organizations, faculty, staff and students purchasing goods for UD at their expense and requesting reimbursement for those expenditures. Payment for purchase of services benefitting UD must go through the Accounts Payable department. Reimbursements for services are not allowed.

II. Policies

Unless absolutely necessary, students, faculty and staff should not spend their money for the benefit of UD and seek reimbursement. Expenditures for products and services benefitting UD should be paid by UD. The Accounts Payable department prints checks weekly. The Purchasing Department will arrange purchases using Purchase Orders; a UD credit card, the Purchasing Department plus many deans and department heads have UD credit cards; or established vendor accounts.

UD is exempt from sales tax within the state of Texas. A Tax-Exempt Certificate (Texas form 01-339) is available through the Purchasing Department and on the UD website. Unless a vendor refuses to honor our tax-exempt certificate and this is noted on the reimbursement request, UD will not reimburse sales tax charged on any items purchased within the state of Texas.

UD is also exempt from state tax on hotel-room rentals within the State of Texas. A Texas Hotel Occupancy Tax Exemption Certificate (form 12-302) is available through the Purchasing Department. Again, UD will not reimburse state tax charged on any hotel stays within the state of Texas unless the vendor refuses the form and it is noted on the reimbursement request. UD is not exempt from city and county taxes charged on hotel stays and those will reimburse those taxes as charged.

A Check Request Voucher (CRV) is to be used for all non-UD entities, such as speakers, with reimbursements included in their contracts. Whenever possible, UD should make travel arrangements for those traveling for UD.

UD offers Travel Advances to Faculty and Staff traveling on University business. These advances cover Per Diem and incidental expenses. Other travel expenses should be paid by UD. An Advance Form is to be completed, authorized signatures gathered, and submitted to the Business Office for processing at least one week prior to travel.



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III. Procedures

Reimbursement requests are to be submitted within ninety days from the date of purchase. Requests submitted more than ninety days from the date of purchase will be reimbursed through payroll as taxable income. Consult your tax advisor for the possibility of deducting these expenses.

To claim reimbursement for a UD expense, an Expense Reimbursement Form (ERF) must be completed and submitted to the Accounts Payable (AP) department in the Office of Finance with the original, detailed invoice. Charge slips and Alternate Receipts are not accepted for Expense Reimbursements. The invoice must indicate payment or proof-of-payment must be supplied. Examples of acceptable proof-of-payment are a credit-card charge slip or a bank or credit card statement with all but the relevant line(s) redacted. The signatures of the individual requesting the reimbursement and the Budget Manager of the charged Org are required on the ERF. AP will return any ERF missing a proper invoice, proof of payment, or signatures.

Upon satisfactory review, the request will be processed for inclusion in the next payment run. Employee reimbursements are paid by direct deposit into the account previously designated by the employee in Accounts Payable Direct Deposits on Banner Web. Failure to select an account for in advance will delay reimbursements until an account is selected and our payment vendor completes their set-up process.

If a Travel Advance was received, the ERF must be completed within 30 days of the completion of travel. The amount of the advance is entered into the form in the corresponding field so the form indicates the amount owed to UD or the traveler. Return of excess funds must be paid to the Cashier in the Office of Finance within 5 working days of the end of the travel.

If an emergency exists, a special payment can be processed. In such circumstances, the ERF must be presented to Accounts Payable in the Office of Finance, not placed in the mailbox for Accounts Payable. Accounts Payable issues paper checks in these emergency situations.