

OUT-OF-POCKET REIMBURSEMENT POLICIES

Out-of-Pocket Reimbursements

- Defined as research/business related expenses paid for with employee's own money.
 - Examples: Copies, books, research materials, etc.
 - P.I. pre-approval and proof of purchase documentation required.
 - What constitutes a receipt? Document must be original and show:
 - Date of the Transaction
 - Description of item(s) purchased
 - Cost of Item(s)
 - Method of Payment
- NOTE: If your name doesn't appear on receipt, please sign and date the receipt.
- Procedure
 - Step 1: Fill out "BFS Purchase Order Request Form"
 - Note: On the form, you are the vendor.
 - Step 2: Attach all original receipts and documentation
 - Step 3: Get P.I. Approval/Signature
 - Step 4: Submit "BFS Purchase Order Request Form" with all documentation to Huy.

PARTICIPANT PAYMENT POLICIES

Participant Payments

- Some research projects have participant payments for those taking part in the study.
- Payment plan required and must be approved by the Dean's Office well before the start of interviews/focus groups.
- Usually PI will work with Mia Reiser to figure out a payment plan, but GSRs have in the past worked with Mia as well.

ENTERTAINMENT POLICIES

Entertainment Policies

- Entertainment events usually hosted/conducted by Project Directors or Principal Investigator. GSRs sometimes host Focus Groups.
- All Entertainment Events must be pre-approved by the Dean's Office.
- Procedure
 - Step 1: Fill out Entertainment Pre-approval Form, get PI approval, and obtain participant waiver.
 - Step 2: Submit to Huy Luong
 - Step 3: If approved, you will get copy of Form, signed by Dean's Office
 - Step 4: After event is held turn in documentation of payment for food/drink—(i.e receipt)

TRAVEL POLICIES

Things to keep in mind before you travel

- Keep Original and Itemized Receipts
- Individual Receipts Only
- Hotel Bills must have a Zero balance
- Personal Days are allowable, but must be documented with signed and dated memo.
- Lowest Cost Alternative; be as economical as possible for all travel expenses.
- No Commuter Mileage can be claimed.

Central Travel System (CTS) Forms

- Purpose: Pre-payment of airfare/train fare
- Process
 - Step 1: Fill out "Navigant Travel Reservation Request Form"
 - Step 2: "CTS Authorization Form"
 - Step 3: Confirmation and Receipt

Travel Cash Advances

- Funds for non-airfare travel expenses can be advanced to a traveler.
- Approval from the Dean's Office and PI required.

- Traveler must draft budget of expected costs and submit form well in advance of travel.

Meals and Incidentals Reimbursement Policy

- Guidelines for single day travel
 - Required duration of trip for claiming Meals/Incidentals: At least 10 hours from when you leave home/office to when you return to home or office.
 - Daily Maximum claimable amounts for overnight travel:
 - **\$33** for trips more than 10 hours but less than 24 hours
 - **\$50** for trips more than 24 hours and less than 30 days
 - Original, Itemized, and Individual Receipts

Proper Documentation

All documentation must be original and only have expenses for the traveler claiming reimbursement.

- Airfare: Official Itinerary & Receipt
- Car Rentals: Rental Agreement, Rental Receipt, & Gas Receipt(s)
- Conference Registration Fee: Receipt
- Hotel: Original Itemized Hotel Bill w/ zero balance
- Meals and Incidentals: Original receipts
- Taxi/Shuttle: Receipts showing fare and any tips
- Meeting/Conference: Meeting agenda, conference brochure

Requesting a Travel Reimbursement

- Must obtain approval and signature of P.I.
- Process
 - Step 1: Fill out Travel Reimbursement Form, either
 - Overnight
 - Daily (usually for multiple locations)
 - Step 2: Attach all original documentation with paper clip and submit to Travel preparer (Huy) for creation of Travel voucher.
 - Step 3: Once travel voucher has been prepared, it will be returned to you for signature and re-submission to travel preparer (Huy).