

Reimbursement Policies & Procedures

There are two methods of purchasing items or travel at the Integrated Innovation Institute:

- CMU Orders Supplies/Travel: **Purchasing Request Form** or **Travel Request Form** (preferred)
- Individual Orders & Pays for Supplies: **Reimbursement & University Card Reconciliation Request Form**

This document will discuss the policies and procedures for the **Reimbursement & University Card Reconciliation Request Form (Excel Document)**. Travel expense reimbursements should be completed using this form.

Reimbursement requests should be submitted **within ten days (and no later than 30)** of the purchase date and must be supported by a valid proof of purchase. Reimbursements submitted over 90 days from date of purchase are considered taxable income and will require additional forms.

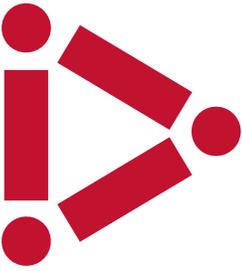
Please tape all valid proofs of purchase to 8.5x11 scrap paper. Valid proofs of purchase include:

- An itemized register receipt that includes the last four digits of the purchaser's credit card number or other form of payment
 - Business meal reimbursements must include the itemized register receipt and payment receipt
- A credit card receipt (redacted) if no receipt or if last four digits are missing – will also require missing receipt form if over \$75
- A canceled check (both sides of check needed)

Submit all completed **Reimbursement & University Card Reconciliation Request Forms** with all required receipts as well as any questions regarding policies to finance-iii@andrew.cmu.edu.

Sales Tax

For business expenses, tax will not be reimbursed under any circumstance, except for non-travel business meals, as the University is a tax-exempt



institution in Pennsylvania and 21 other states. To avoid paying tax, see if an Integrated Innovation Institute staff member can purchase the item for you with a University-provided Purchasing Card. Items purchased in or shipped to the Silicon Valley campus will have tax reimbursed – CA is not one of the 21 states.

Justifications

All purchases and reimbursements must be justifiable. The justification should provide details for each expense and answer the 5 Ws:

- Who was involved in the expense? *Who used/benefited from it*
- What does the expense represent? *What was purchased*
- When did the expense occur (if other than transaction date)?
- Where did the expense occur? *Vendor name, location*
- Why or How does the expense relate to university business? *Why was this purchase made and why was it necessary to your project?*

Reimbursement requests for gifts or thank yous for user research subjects or prototype testers must include the following information:

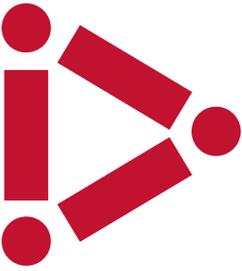
- Number of people interviewed
- Length and type of interview (in person, questionnaire, etc.)
- What the item/gift is and why it was chosen
- NOTE: **You cannot purchase gift cards** or take a research participant out for a meal as a thank you. The thank you gift must be a tangible item.

Notes for Students

- **Students must receive prior approval** for any purchase. If approval is not received, the Integrated Innovation Institute may not approve the request. Email finance-iii@andrew.cmu.edu to seek approval for all purchases.
- **Meals/Alcohol:** The Integrated Innovation Institute **will not** reimburse students for the purchase of alcohol.

Notes for Staff and Faculty

- If you know the account number for the purchase, please include it on the form.



- **Meals/Alcohol:** Please indicate if you purchased any alcohol during meals in the “Justification” section.
- If you have received reimbursements via direct deposit in the past, the payment will be automatically direct deposited. If not, you may need to complete the **Direct Deposit Approval Form** – please email finance-iii@andrew.cmu.edu with questions.

Notes for Non-CMU Employees

After the completed form is received and accepted, an Integrated Innovation Institute staff member will create an **electronic Non-Employee Expense Report**. The report will be emailed to the individual seeking reimbursement via the CMU Finance Online Form system for the completion of three important steps:

- Address information (or verification). Include full mailing address (do not omit the city, state, and zip code)
- Electronic banking information to receive a direct deposit (faster than a mailed check)
- FCPA questions – there are two questions that the payee **MUST** complete to receive reimbursement:
 - Do you anticipate that it will be necessary to interact with any foreign officials on behalf of CMU?
 - Are you (or a family member) an official of a foreign government?

NOTES:

- Payees are able to directly attach receipts via the online form. **The receipts must still be included with the initial request to finance-iii@andrew.cmu.edu.**
- The online form will time out after 20-minutes of inactivity.

A FAQ with more information can be found here:

<http://www.cmu.edu/finance/controller/faq/non-employee-er/payee.html>