Reimbursement Procedures

The Chair’s Assistant will determine if a payment request should be processed by the research team based on the speedtype (academic or research) charged. If speedtype is a research speedtype, receipts are forwarded to research team for processing.

If reimbursement is being charged to an academic speedtype then Chair’s Assistant/Center Secretary will follow procedures below:

Travel Expense Reimbursement
1. Traveler must submit “Statement of Travel Expense” form with receipts to Chair’s Assistant or Center Secretary. The “Statement of Travel Expense” must be signed by the traveler and the traveler’s supervisor. If the traveler is the department chair, the form requires the Dean’s approval. If a faculty member, the form requires the department chair’s approval.
2. Chair’s Assistant or Center Secretary will process payment request form using “Travel Reimbursement” as request type.
3. Chair’s Assistant or Center Secretary will obtain traveler’s signature on payment request and then courier forms to Academic Manager.
4. The Academic team approves and processes paperwork.

Petty Cash Reimbursement (under $75.00)
1. Receipts are submitted to Chair’s Assistant/Center Secretary.
2. Chair’s Assistant/Center Secretary will prepare Petty Cash Reimbursement form and have couriered to Academic Manager for approval.
3. Courier will walk signed Petty Cash Reimbursement form with original receipts back to Chair’s Assistant.
4. Chair’s Assistant/Center Secretary will notify payee of completed paperwork. Payee will sign form and retrieve reimbursement from the Cashier’s Office located in Yost 127.

Payment Requests (all non-travel reimbursements over $75.00)
1. Receipts are submitted to Chair’s Assistant/Center Secretary. The receipt must be accompanied by the speedtype being charged and the PI’s or supervisor’s signature.
2. Chair’s Assistant/Center Secretary will process on-line payment request form and print copy to attach receipts and/or backup.
3. Chair’s Assistant/Center Secretary will obtain payee’s signature (required for employees).
4. Signed payment request form with receipts and/or back up documentation will be couriered to Academic Manager for processing.

Checking Status of Payment Requests
All travel and non travel payment requests are campus mailed to Accounts Payable once processing has been completed by the Academic team. The status of a request can be checked in ERP Financials under Payment Requests by going to the “Find Existing Value” tab. You can search under your user ID. Also, you can send an inquiry to Merless Wills (msw12) referencing the payment request number. Please contact the Academic Team if the payment request has not been entered in ERP Financials or you need copies of the original receipts.

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