

# **BUSINESS EXPENSE POLICY**

## **Documentation**

All requests should include a completed disbursement voucher, Business Entertainment/Employee Reimbursement form and original receipts from the vendor.

### ***Business Entertainment/Employee Reimbursement form –***

- A. Should always have original signatures.
- B. Explanations should include:
  - 1. The purchase of the reimbursement including how it is related to the mission of the University.
  - 2. Include names of people in attendance. If a large group, include the name of the group and the number of attendees.
- C. Supervisor's Signature:
  - 1. Do not delegate signature authority for immediate supervisor.
  - 2. The person incurring the expense can not act as the immediate supervisor.

### ***Proof of payment***

Always include original receipts with evidence that payment has been received by the vendor.

### ***Timeliness***

Reimbursements should be processed within 60 days from incurring the expense.

### ***Account Codes***

Please refer to the Account Code Handbook for Employee Reimbursements for the proper account code. ([http://www.umass.edu/aco/objcde/Reimbursement\\_Acct\\_Codes.doc](http://www.umass.edu/aco/objcde/Reimbursement_Acct_Codes.doc)).