

## BUSINESS EXPENSE REIMBURSEMENT GUIDELINES

If you receive funding from the University for business-related expenses, you must fill out a Business Expense Reimbursement Form, available at <http://www.umass.edu/lc/resources/index.html> and submit it along with the original receipts. You will be required to provide the original receipts for all claimed expenses. All receipts should show the vendor name, date of purchase, what was purchased, and how it was paid.

You should file a business expense reimbursement form within 30 days after the expense has been incurred. After you complete the form, attach all original receipts and submit the reimbursement request to the Languages, Literatures, & Cultures Department main office (Herter 323).

### Business Meals

If the reimbursement request is for a business meal, such as taking a guest lecturer out for dinner, then you should submit the itemized restaurant receipt (which shows how many guests and what was ordered), the payment receipt, and a list of the attendees at the meal. You must include the job title and business affiliation for each attendee.

Note that all attendees at the meal should have a business purpose for being there. It is a violation of UMass Expense policy to pay for meals for spouses, unless there is a justifiable business purpose for a spouse to attend.

### No Reimbursement of Retail Sales Tax (Except for Business Meals)

The University will not reimburse any retail sales tax on items purchased – printing or copying charges, books, office supplies, etc. The only exception is the sales tax charged by food establishments for business meals or food deliveries.

### No Reimbursement of Bottle Deposits

The University will not reimburse any bottle deposits on beverages purchased.

### Purchase of software or computer equipment

You should NOT purchase software, computers or peripherals (including printers, keyboards, mice, external hard drives, etc.) directly. If you have a question about purchasing items like this, contact Leslie Hiller at [lhiller@llc.umass.edu](mailto:lhiller@llc.umass.edu).