

General CEB Student Purchasing, Reimbursement, and Travel Advance Instructions

General notes:

PLEASE ASSEMBLE ALL REQUESTS INTO ONE PDF (NOT PAPER), WHICH INCLUDES COVER PAGES (SEE BELOW), EXCEL FILE WITH A LIST OF RECEIPTS, DESCRIPTIONS ETC., AND RECEIPTS. You can scan everything into a pdf from the copier outside Culver 402.

- Depending on the funding source, there may be restrictions and regulations concerning what you can purchase.
- Check with Carolyn Johnson (csjohnso@uchicago.edu) if you have any questions regarding your specific account(s).
- Let's TRY to go paperless...Please submit reimbursement requests as ONE pdf file, with cover pages, certification, spreadsheet, and copies of all receipts. This is how the request has to be submitted to financial services, so if you do this from the beginning, you will be reimbursed more quickly.

Reimbursement Requests:

- All requests for reimbursement must be accompanied with a Student Reimbursement Cover Page (which can be found at <http://evbio.uchicago.edu/resources/>), and a "Student Certification for Business Related Reimbursement" form (<http://evbio.uchicago.edu/resources/>),
- Business meal (i.e. all meals) receipts must be itemized, listing food purchased and all persons whose meals are listed on the receipt.
- Save all receipts for expenses to be reimbursed. Receipts should indicate that payment was made (e.g., state "paid," "balance due: \$0.00", or indicate that a credit card was charged). If this is not indicated, please provide an accompanying card or bank statement showing the charge. You must provide receipts with your reimbursement request. The receipts must clearly indicate that you already have paid for the item. If you paid with a credit card, the receipt must clearly show the last four numbers of the card that was charged. Receipts for meals must be itemized, and you must list all people whose meals were paid for.
- If you lose any of your receipts or are unable to show proof of payment for an expense, you must provide a note describing the problem and the reason for it. Also include a description of the item(s) that were purchased, business purpose, date of occurrence, the amount of the expense, and confirmation that you will not be reimbursed from another source. (<https://finserv.uchicago.edu/purchasing/check/standards.shtml>)
- If you are submitting 5 or more receipts at the same time, create a spreadsheet listing the following items for each receipt: date, description, amount paid, currency used (if other than USD).
- If your receipts are in a language other than English, please make sure that the date, item(s) purchased, purpose of the expense, as well as the amount charged and the currency used are all clearly indicated.
- Foreign currency: you have choices
 - 1. clearly mark in your spreadsheet expenses and the currency used to pay.
 - 2. If you paid by credit card, include the receipt for the charge that translates the

- charge into US\$
- 3. If you paid in foreign currency, list the charge in one column devoted to charges in that currency. Total the column. Either run a currency translator yourself and include the printout with your receipts OR
- 4. CEB will run the currency translator the day I submit the receipts for reimbursement. (you may gain or lose...)
- Reimbursement for travel-related expenses:
 - a. Gas for personal vehicles cannot be reimbursed. However, driving costs can be recouped based on a mileage rate. If you seek this reimbursement, please print a map (e.g., from Google maps) showing your travel route and the miles traveled. The University of Chicago's current mileage rate can be found at: <http://finserv.uchicago.edu/purchasing/travel/reimbursement/mileagerates.shtml>.
 - b. Reimbursement for gas is allowable for rental cars.
 - c. Airfare reimbursement requests must be accompanied by a copy of the airline receipt for the flight, with the last four numbers of the card that was charged clearly printed on the receipt. All air travel using BSD funds (that includes CEB) are supposed to be made through the CEB office with Tower Travel. Talk with staff more about this.

Purchasing:

- Please include Carolyn Johnson on all communications between you and any individual or vendor that you intend to pay with CEB-administered funds.
- Direct all purchase orders and invoices to Carolyn Johnson.
- Invoices to be paid to a third party must have your name clearly indicated; allow at least two weeks for payment. Please make sure it is clear which account you would like to use to pay the invoice.

Travel Advances:

- Requests for travel advances can be submitted no earlier than 30 days prior to your departure date. To be safe, allow two weeks for the request to be accommodated.
- Just as with reimbursements, you must turn in all receipts for your travel-related expenses and complete a reimbursement request form and cover page when you reconcile your travel advance (see Reimbursement Requests section above)
- You must reconcile your travel advance with receipts when you return from your trip. Any portion of your travel advance that has not been fully reconciled with the University's Financial Services within 120 days of the completion date of your trip, as listed on your travel advance form, will be reported as taxable income on a W-2 form to the IRS. To avoid this, please turn in your receipts within 30 days of the end of your trip. (http://finserv.uchicago.edu/support/policies/1200/1214_non-salary.shtml)