REIMBURSEMENT

- **Documentation**
  The traveler is responsible for maintaining complete and accurate records and submitting supporting receipts and/or other documentation for expenses incurred as required by this policy.

- **Expense Reports**
  Expense Reports are required for reimbursement of University travel and entertainment expenses and must show costs by category. Effective January 1, 2015, all travel and business entertainment expenses must be reimbursed using the online Expense Report that flows through BearQuest for approval. All required documentation must be electronically attached to the Expense Report in an easily readable format.

- **Receipts**
  Original dated receipts are required for airfare, rental car, and lodging, regardless of cost, and for meals and other travel expenses in excess of $55. Any business entertainment expense, regardless of amount, must be supported by an original detailed receipt. Receipts that document proof of payment must be scanned and attached to the Expense Report. These scanned documents must be easily read, should be placed in the normal reading position, and arranged time-sequenced to the travel period Travel itineraries, non-itemized charge card tickets, and illegible or partially scanned documents are not acceptable as receipts. When expenses are being shared with other organizations, a copy of the receipts will suffice if a copy of the travel report provided to the other party is submitted with the Expense Report.
  In the case where an original receipt is lost or destroyed, the traveler must make a concerted effort to obtain a duplicate receipt. Note that most hotels/motels and car rental companies can provide duplicate receipts. If the employee is unable to obtain a duplicate receipt, a Lost or Destroyed Original Receipt Statement with proof of payment must be scanned and attached to the Expense Report. The Lost or Destroyed Original Receipt Statement must be used sparingly and only in the rare circumstance when an original receipt cannot be obtained.

- **Audit**
  Expense Reports are subject to review and audit. Effective January 1, 2015, Expense Reports and scanned supporting documentation are maintained in the University's financial system database for six (6) fiscal years plus current year in accordance with the University's record retention requirements.