

# Expense Reimbursement

## FT\_BO\_FC\_05

Responsible Officer  
Wes Scruggs  
Responsible Office  
Business Office  
Approving Body  
Board of Trustees  
Approval Date  
2019-01  
Re-evaluation Date  
2021

### Policy Statement

University expenses, paid for personally, are reimbursable with appropriate receipts. The expenses are submitted to the Accounts Payable Office via the Faculty/Staff portal and may include the following reasons, but are not limited to the following reasons:

- Administrative unit or school expenses
- Travel expenses
- Conference expenses
- Etc.

### Policy Procedures

Meals (should be reasonable)

- Itemized receipts should be obtained for each meal.
- When the employee is paying for more than just themselves, they should list the names of the additional people.

Airline tickets (including reservations)

Car rental and fuel (or mileage)

- Unless instructed otherwise, do not purchase additional insurance or coverage on a rental car. CU carries adequate coverage for most rental scenarios.
- Our policy is to reimburse mileage at the current rate listed by the IRS. (2018 Rate: 54.5 cents per mile view latest annual rates)
- Mileage reimbursement is capped at the estimated rental/fuel expense for the trip in question based on a standard car rental.

All mileage reimbursement requests exceeding \$100 per trip should be accompanied by a completed Mileage vs. Rental Comparison.

Hotel charges (including reservations)

Other expenses that occur during your travel for the University