



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID: ADM-CHK-7 Minor Revision9

Title: Accountable Employee Expense Reimbursement Plan

Description: Requirements for requesting and receiving reimbursement

Category: Payroll

Applies to: staff, faculty

Contact: [Payroll](#)

Purpose: Reimbursement of travel expenses to employees must meet several requirements.

Policy Statement: All expense reimbursement payments to employees for expenses incurred (including travel) on behalf of the University of Central Oklahoma must meet the following three requirements:

1. Business connection - expenses must be incurred in connection with the performance of services for the University of Central Oklahoma.
2. Substantiation - employees must submit a request for reimbursement in the proper format within sixty (60) days after the expense was incurred. The request must include sufficient information to identify the specific nature of the expense and to conclude it is attributable to the employee's business activities for the university.
3. Return of excess payments - any excess reimbursements received by an employee must be returned to UCO within one hundred twenty (120) days from the date received.

If one or more of the three requirements above are NOT met, all amounts paid to an employee for the expense reimbursement will be included in the employee's gross income and reported as wages or other compensation on the employee's Form W-2 at the end of the calendar year.

Glossary of Terms:

Legal

Citation:

Campus

Links:

FAQs:

Formerly

known as:

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