

Employee Expense Reimbursement Policy

The University operates under the Internal Revenue Service (IRS) accountable plan rules in regards to reimbursing employees for expenses incurred while conducting University business. This includes reimbursement for travel and non-travel expenses. Accountable plan rules dictate that reimbursement claims be filed within a reasonable period of time after the expense is incurred. The University has determined a reasonable period of time to be 120 days. To ensure compliance with IRS guidelines, all expense reimbursements must be received by Financial Services within 120 days after the date of the event (for travel expenses) or date of purchase (for non-travel expenses). Expense reimbursement requests received by Financial Services after 120 days may be accepted for processing but the reimbursement will generally be treated as taxable income to the individual receiving payment. Applicable taxes on the reimbursed amount will be withheld from the employee's next available paycheck, and the reimbursed amount will be added to the employee's W-2 at the end of the calendar year.