

John Carroll University Business Expense Reporting Policy

It is the policy of the University that expenses incurred in the course of conducting university business must be substantiated according to The Internal Revenue Service reporting requirements (i.e., an “accountable” plan).

All expense reimbursements processed by the University must meet the following guidelines:

1. Expenses must have been incurred while performing services on behalf of the University.
2. Expenses must have been incurred in accordance with the procedures outlined in the University’s purchasing policy.
3. Expenses must be substantiated on University expense report forms (Interactive Multi-Voucher Form) that is available online at: http://www.jcu.edu/fas/fas_forms.htm.
4. To be properly substantiated, expense reports must include written documentation as to the amount of the expense, the purpose of the expense, the names of any individuals who were entertained, and the time and place where the expense was incurred.
5. Expenses to be reimbursed must be substantiated with original receipts that include the name of the vendor, location, date, and dollar amount. Photocopies of receipts will be acceptable only with a detailed explanation of why the original is unavailable. Use of credit card statements in lieu of receipts is not acceptable.
6. Each University expense report must be personally signed and dated by the individual requesting the expense reimbursement, such signature certifying that the amounts included on the report are actual and reasonable.
7. Each University expense report must be approved by a third-party. Such third-party approver must be authorized to sign for the budget being charged, and whenever possible, should be the direct supervisor of the individual requesting the expense reimbursement.
8. Expense reports must be submitted as soon as is practical, but typically no later than thirty (30) days after the expense has been incurred. Expenses greater than sixty (60) days old will be reimbursed only after separate approval is obtained from a University Vice President.
9. Expense reports not meeting the above guidelines will not be processed until acceptable substantiation is supplied.