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## **ASUB Standard Operating Procedure – 2101**

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### **Standard Operating Procedure Synopsis**

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**Title: EMPLOYEE EXPENSE REIMBURSEMENT REQUEST**

Approval Date: Nov. 17, 2021

Revision Date, if applicable: Oct. 17, 2025

Review Date(s): Sept. 14, 2022; Sept. 6, 2023; Sept. 25, 2024; Sept. 10, 2025

Annual Review Month: September

Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Business Operations

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### **A. Purpose and Scope**

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This standard operating procedure outlines the process for employee expense reimbursement and establishes the policies for reimbursement. Under no circumstances may employee expense reimbursement be used to circumvent purchasing regulations, make payroll advances, make contract labor payments, make travel advances, or reimburse travel expense.

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### **B. Definitions**

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*CFO* – Chief Financial Officer

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### **C. Procedures**

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1. Requestor obtains prior approval in writing from budget supervisor before making the purchase.
2. Requestor sends form with receipts attached to their supervisor for approval and then to the vice chancellor of their department for approval. All requests will be reviewed by the CFO before payment.

3. When all approvals are obtained, accounts payable will issue a direct deposit into the employee's bank account.

### **Reimbursement Information**

1. Items that are purchased must adhere to all procurement guidelines and regulations.
2. The following items will not be reimbursed through this process:
  - a. Any mandatory state contract items
  - b. Travel and travel related expense
3. Any exceptions to the above rules must be approved by the CFO, director of business operations or the controller.

All requests for reimbursement must be made in the same fiscal year as the expenditure. The request will be denied if it is received in a different fiscal year than the expenditure.

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### **D. Related Information**

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The requisition form can be found on the business office Intranet site:

[Interdepartmental Requisition](#)