Chapter 9

Allowable / Non-allowable Expenditures / Personal Reimbursements

9.0 Allowable/Non-allowable Expenditures

All requests for disbursement, whether funded from State, Federal or Local (non-State) sources, must include documentation to support the purpose of the expenditure. This documentation must attest to the fact that the expenditure is a business-related expenditure and is reasonable. Individuals submitting and approving the expenditure for processing are responsible for ensuring that the expenditure is reasonable, meets all internal and external guidelines and is coded to the proper Banner accounting code (i.e. FOAP).

A “business-related expenditure” is generally accepted to mean an expenditure that is directly related to the operation of a functional area (e.g., school, department, administrative area, etc.) in the fulfillment of its stated mission or objective as part of the University (e.g., instruction, research, public service, support services, etc.). The term reasonable is defined to mean an amount that a prudent businessperson would expend to obtain that particular good and/or service on behalf of a public agency of the Commonwealth of Virginia. This also infers that the good and/or service has been acquired under a competitive procurement process when applicable.

It is the responsibility of persons authorized to submit expenditures for processing to ensure the most efficient and effective use of university financial resources assigned to their area of responsibility. It is the responsibility of each department’s financial representative to ensure all expenditures, regardless of funding source, contain appropriate justification as to the reasonableness of the expenditure and the business-related purpose of the expenditure). Any questions concerning this policy or questions regarding the reasonableness and/or business purpose of an expenditure should be directed to the Department of Procurement and Contracts, eVA Coordinator at 831-5429.

9.1 Employee Personal (Non-Travel) Reimbursements

All employees are expected to follow appropriate University, Procurement, and Small Purchase Charge Card [SPCC] guidelines regardless of dollar amount. Generally, employees should not make personal payments for non-travel business expenses that can be paid directly by the University. When possible, small dollar purchases of $5,000 or less should be placed on a Radford University SPCC.

The University recognizes that employees may incur unexpected expenses while conducting official university business. During such time, employees may use personal funds for the purchase of goods, not to exceed $200, and request reimbursement. Requesting reimbursement to circumvent procurement guidelines is prohibited.
Radford University will reimburse employees for allowable expenses for goods and professional memberships through the personal reimbursement process, not to exceed $200 per reimbursement. Infrequent purchases such as supplies or resource materials needed quickly and outside of business hours is an example of an appropriate personal reimbursement request. Frequent requests may be reviewed to determine the cause and to determine how such items can be procured following established procurement guidelines.

Radford University will not reimburse employees for payments to other individuals or vendors for services performed on behalf of the University. Prior to using personal funds to cover business expenses, it is the employee’s responsibility to ensure the expenses to be reimbursed are allowable. It is the approver’s responsibility to ensure (1) the requested expense reimbursement was incurred for university business purposes, (2) the expenses were necessary and consistent with university policies and procedures, (3) adequate and accurate supporting documentation is attached to the requested reimbursement, and (4) the expenditure is charged against the appropriate fund, organization, account, and program codes. Reimbursements for expenses that do not support the university’s mission or where there is a presence or appearance of personal gain, impropriety, or unethical choices are prohibited and will not be processed. Reimbursements are submitted through the travel reimbursement process and must be accompanied by receipts and/or supporting documentation. Reimbursement requests must be submitted to Accounts Payable within 30 days of the date on the receipt. Receipts must be detailed and legible.

Employees who do not comply should not assume guaranteed reimbursement of their expenses.