

NEW BUSINESS RELATED EXPENSE REIMBURSEMENTS PROCESS

The Lowell Campus, as part of a University initiative, is in the process of transitioning to a new Expense Module to reimburse employees for all business related expenses, including travel and other out of pocket expenses. This change is part of a mandate by the Commonwealth of Massachusetts and will help to reduce costs, promote green initiatives and produce other efficiencies in the expense reimbursement process.

The transition to the Expense Module began in the Spring and will culminate in the first week of October. Here is what you need to know:

- The new Expense Reimbursement process will continue to be managed by the Accounts Payable Office located in Dugan 204.
- **Advances and Reimbursements will be included within your bi-weekly payroll check --- you will no longer receive a separate reimbursement check.** All reimbursement or travel advance requests received after Friday, October 2, 2009 will be processed through the Expense Module and will appear in your paycheck.
- Requests for Advances and Expense Reimbursement must be received in Accounts Payable at least nine (9) days prior to the next pay date to allow for adequate processing time.
 - For example, if you require a travel advance for a trip to be taken on October 22 then you must submit your request nine days prior (Wednesday, October 7th) to the pay date of Friday, October 16th in order to receive your Advance prior to your trip.
 - Below is a table of the next eight pay periods beginning with Friday, October 16th :

Pay Date	Submittal Cutoff
October 16, 2009	October 7, 2009
October 30, 2009	October 21, 2009
November 13, 2009	November 4, 2009
November 27, 2009	November 18, 2009
December 11, 2009	December 2, 2009
December 25, 2009	December 16, 2009
January 8, 2010	December 30, 2009
January 22, 2010	January 13, 2010

- All reimbursement and advance requests are encumbered against your budget.
- Even though the reimbursement is being paid through payroll, there is NO CHANGE in how your reimbursement is taxed. The only time an employee

reimbursement becomes taxable is if it is submitted after 120 days from the date of travel or the date of the purchase for reimbursement

- See the [HR Direct](#) web site for more information and an example of how your reimbursement will be displayed on your pay advice.

Additional travel information and links to forms can be found on the [Travel Guidelines](#) web page. If you have any questions please feel free to contact Denise Anastasopoulos, Accounts Payable Supervisor, at extension 3478 or send email to travel@uml.edu