

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:2.13
Subject: Reimbursements-Employee and Non-Employee	

Following are the policies and procedures governing reimbursements to employees and non-employees:

Employee Reimbursements:

1. In accordance with University policy, reimbursements to faculty and staff against University funds, other than those for charges incurred for authorized business expenses as outlined in Trustee Doc. T92-031, may be made only under unusual circumstances. Request for reimbursement must contain a detailed explanation/justification for the reimbursement. A payment voucher and original receipts must be submitted before a faculty or staff can be reimbursed.
2. Reimbursements cannot be made, under any circumstances, for services against Subs. HH (Consultant Services), JJ (Operational Services), or NN(Construction), or for Massachusetts sales tax, nor can they be made for travel, or travel related expenses, except as may be noted. (See the Travel Policy as contained in Section 2.9.
3. University employees shall not be paid for services rendered to their own, or to any other department. Such payments must be authorized by, and processed through, the campus Human Resources office, as may be appropriate.
4. Employees may request reimbursement for a business related expense by submitting payment voucher with appropriate accounting information and signature with supporting receipts to the Accounts Payable office for processing.

Non-Employee Reimbursements:

1. Reimbursement for non-employee travel shall be processed with a payment voucher with original receipts made out to the non-employee.

Final approval of any reimbursement shall be left to the discretion of the Purchasing Department and the Comptroller's Office, Immediate Supervisor and Account Administrator.

2. The non-employee (individual), must have a Vendor Code in order to be reimbursed. (See Page 1.13, Vendor Code/Foreign Individual)

