

POLICIES GOVERNING REIMBURSEMENTS

TIMELINESS AND COMPLETENESS OF DOCUMENTATION:

- Receipts should be submitted in a **timely manner** and as soon as you can. Any reimbursements submitted 120 days after the date of the last expense may be considered taxable income.
- **Documentation** (e.g. conference agendas, invitation letters, programs) indicating the business purpose of the expense must accompany any reimbursement request.
- All receipts must include some form of **proof of payment**, either indicated on the receipt (e.g. “charged to VISA xxxx1234”) or a copy of the credit card statement showing the charge.
- A coversheet must accompany any reimbursement request, clearly indicating purpose and which account to charge.

MEALS & FOOD:

Thresholds (not including tax and tip)

- Breakfast: \$25/pp
- Lunch: \$35/pp
- Dinner: \$50/pp
- Workshops and recruitment meals involving external parties: \$100/pp

You must submit an itemized receipt for all meals with amount for alcohol clearly indicated.

Only meals can be reimbursed. Snacks and beverages are **NOT** reimbursable.

Meals with fewer than 10 participants must include names and affiliations.

TRAVEL:

Thresholds:

- Domestic hotel: \$350/night
- International hotel: \$400/night

Tickets should always be in coach class.

Business class is permissible if travel time is over 5 hours or if there are medical reasons.

Travel beyond the minimum number of days required for business will **NOT** be reimbursed.

NON-REIMBURSEABLE ITEMS:

You **CANNOT** be reimbursed for the following purchases:

- Computers or devices
- Furniture
- Hiring a freelancer
- Computer repairs

Please see Terry if you would like any of these items.