

REIMBURSEMENT PROCESSING CHECKLIST

TO COMPLY WITH GSAS & ACCOUNTS PAYABLE POLICY

DETAILED BUSINESS PURPOSE

- **Did you** list a specific and detailed explanation of the Business Purpose on the **Non-Profiled Payee Travel and Business Expense Worksheet**? **WHO, WHAT, WHY, and WHERE** should be the guiding principle (i.e. Business Lunch w. X, Y, Z to discuss research purpose, academic programming, etc.) for each expense in the report.
- **Did you** provide a conference program, flyer, schedule of event and/or email announcement with the location and the dates? (Links to the event pasted in the comments/justifications are not permitted as documentation).

RECEIPTS

- **Did you** provide the itemized/detailed receipt along with proof of payment to each expense line?
 - * **Proof of payment should display a payment date and method of payment.**
 - * **Order confirmations are not considered proof of payment**
- **Did you** provide a conference program, flyer, schedule of event and/or email announcement with the location and the dates? (Links to the event pasted in the comments/justifications are not permitted as documentation).

SUBMISSION TIME LIMIT

- Expense reports should be **submitted within 90 days** from the date of expense.
- Expense Reports **submitted after 120 days** may be considered as **TAXABLE INCOME** (subject to the central AP's review).
- Failure to submit expenses **within 365 days** from the date of the expense will be **NON-REIMBURSABLE – NO EXCEPTIONS PERMITTED**