

Southern Oregon University

Personal Reimbursement Guidelines

PERSONAL REIMBURSEMENTS:

(purchases made with personal funds)

- Although use of a Departmental Purchasing Card or SOU's direct billing method is preferable for the purchase of goods, there may be instances where employees need to use personal funds for SOU business and subsequently get reimbursed by the University.
 - Employees may not use their personal funds for services and get reimbursed by the University.
 - Items reimbursed are property of SOU or grant agency.
 - Reimbursements must be submitted within the appropriate fiscal year.
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PURPOSE:

To ensure adequate documentation and no duplication of payment for business-related purchases made. Most common reimbursements are hosting and operating supplies. Equipment should be purchased through the appropriate department purchasing process.

PROCEDURE:

Purchases will be reimbursed by SOU when the following documentation is provided:

1. Original **itemized** receipt.
 2. Proof of payment by the employee or student. This could be a copy of a cancelled check, copy of credit card statement or other receipt showing the person's name. If using a credit card statement, black out the card number.
 3. Complete and sign the Reimbursement Request form.
 4. Approver cannot be same as requestor, and cannot be a subordinate. Signature stamps are not allowed.
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