1. Purpose
To control miscellaneous reimbursement of employee expenses, and to provide a mechanism for non-
employee expense reimbursement.

2. Related Policy/Authority
Policy B3011 Fiscal Management
SOP FAF003 Faculty Affairs Recruitment through Hire of Regular Faculty

3. Faculty/Staff Responsibilities
Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal
controls is implemented, GAAP is followed in all accounting, and that all external regulations and
requirements for routine business transactions are addressed in the control and reporting structure.
The VP of Administration/CFO is responsible to periodically review the structure and implementation of
internal controls.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations
e-Requestor = Purchase requisition front end system which submits approved requisitions and related
transactions to GP. The Purchase Requisition and the Purchase Order are both created in e-Requestor
and uploaded to GP.

5. Procedural Steps
1. Travel and Entertainment Expense will be controlled under SOP FIN.18.00
2. Board of Trustees Expense reimbursement will be controlled under SOP FIN.19.00
3. Recruitment travel reimbursement will be treated as a non-employee expense and centrally
administered by Human Resources as a part of the search process. Please reference SOP
FAF003 for procedures related to faculty recruitment, and complete the form attached to
Interview Candidate Travel Requisition Guidelines.
4. In general, employee reimbursements other than those listed above will not be processed,
except on a de minimis basis; An Expense Reimbursement Requisition must be submitted
through e-Requestor for reimbursement. General purchases including expenses incurred for
delivery or pick up of food or other items shall be approved in advance through the purchase
requisition system, rather than allowing employees to be reimbursed for purchases made
outside the requisition system. The Controller will approve emergency and de minimis other
reimbursements on a case-by-case basis.
5. Employees with frequent requests for other reimbursements will be reported to the
Dean/President after counsel by the Controller.
6. Reports/Charts/Forms/Attachments/Cross References

Interview Candidate Travel Reimbursement Guidelines:

Burrell College of Osteopathic Medicine – Finance Forms (burrell.edu)

7. Maintenance

Office of the Controller; updated whenever an external reporting requirement is added or changed.

8. Signature

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<th>Date</th>
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9. Distribution List

Internal/External

10. Revision History

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<th>Subsection #</th>
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<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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