



MEMORANDUM

From: Tommaso de Fernex, Chair
Date: July 2023
Re: Policy and procedures on reimbursement requests, purchase orders, and travel

The University of Utah discourages the use of individuals' personal funds as a procurement method, and such funds should be used only when other, more efficient or less costly procurement, methods are unavailable at the time of purchase ([3-100](#) and [3-010](#)). This memo is a summary of some of the University policies and procedures that are of broad Department use, and includes links to more detailed descriptions. Please read this carefully, and retain a copy for your records.

- **Direct purchasing:** The University has contracts with many vendors (such as Amazon, for online book shopping, for example). Your Administrative Staff can help you with direct purchasing of many items such as books, equipment, supplies, etc., once they are provided with the following:
 - A description of items or services that are being purchased, as well as the original invoice (or quote, if applicable) or links to the product(s) (if applicable). It is the requestors' responsibility that the quote is correct and accurate. The quote may not include any tax.
 - Vendor information.
 - An Activity or Project number.
 - Approved purchases can be shipped only to a University mailing address. Your Administrative Staff can provide the request form. Alternatively, you can download the form directly from the website <https://www.math.utah.edu/resources/documents/purchase-form.pdf>
- **Computer purchases:** Please work with our IT Specialists to make computer purchases. You can send them a list of your requirements and an Activity or Project Number, and they can provide a quote which can be purchased through Ushop or the Campus Store with help of your Administrative Staff. This is a part of Department IT's maintenance of an accurate record of all computer/equipment purchases and related department assets. Our IT Staff can help you configure your equipment as well.
- **Use of personal funds ([3-010](#), [3-010A](#)):**
 - The University discourages the use of reimbursements for the purchase of goods and services. The preferred method is direct purchasing.
 - There are limitations to the use of personal funds to conduct University transactions. Sales tax will not be reimbursed by the Mathematics Department except in exceptional situations, as determined by the Department Chair.
 - Individuals who purchase on behalf of the University are prohibited by Utah State law from using the University's Sales Tax Exemption certificate when they use their personal funds.
- **Reimbursement requests ([3-010.III.B](#)):** Even though the use of personal funds is discouraged, it might be necessary in certain situations.
 - Reimbursement authorization typically require the following information:
 - A description of item(s) or services, and why the purchase was not made with direct university procurement methods.
 - Original invoice or receipt(s) and a description of purchase.
 - Proof of payment (cash, credit card statement, check).
 - Appropriate Accounting Distribution/Chartfield.



Department of Mathematics

COLLEGE OF SCIENCE | THE UNIVERSITY OF UTAH

- Requests for reimbursement must be submitted within 60 calendar days of purchase. In addition to these timelines of the University, the Department Administrative Staff will need an additional 2 business days' advance to ensure that they can submit the material in a timely fashion.
- Expenditures in the last 60 days of a grant or project are subject to additional review and scrutiny by internal and external auditors, and might be denied; for more information see <https://fbs.admin.utah.edu/news/2018/06/08/attention-pis-evidence-of-review-update-new-column-for-high-risk-transactions>.
- It is a violation of Utah State law for sales tax to be waived at the time of purchase when the payment is not being directly made using university funds and instead using personal funds. See <http://tax.utah.gov/sales> for more details.
- **Business Meals:**
 - The Department strongly encourages the use of Department's Purchasing Cards, or P-Cards, to pay for authorized business meals. In authorized cases where it is not possible to obtain a P-Card, the Department will only reimburse the meal costs and not the meal tax.
 - The purchase of business meals may be appropriate if the main focus of the activity is business and consumption of food is incidental to the purpose of the meeting and if the meal generally involves at least one external party to the University. Business meals that are attended only by University employees should be infrequent, and must meet a higher documentation standard – demonstrating what other options were considered rather than meeting for lunch/dinner, etc.
(<https://fbs.admin.utah.edu/download/guidelines/Guidelines3-17-04.pdf>).
- **Travel (3-030 and R3-030D):**
 - Employees who use their personal funds to pay for another employee's business-related travel cannot be reimbursed for that activity.
 - Everyone who travels internationally using university funds (e.g., grants) must purchase travel insurance and register with Concur at least 3 weeks before departure (Policy).
 - International business travel requests that have a departure date of less than three weeks require the approval of the SVPAA.
Business travel reimbursements must be accompanied by pertinent conference brochures, agendas, schedules of meetings, or a concise statement of the purpose, destination, and dates of the trip. These documents are subject to review by Internal Audit, the State Auditor, and other governmental agencies.
 - All domestic travel needs to be registered at least 1 week before the departure date.
- **GSAC food purchases:** At the beginning of every Fiscal year, the GSAC must request their budget for the fiscal year from the Department Chair. Their approved food/Snacks purchases must be made using a departmental Purchasing Card. Food/snacks that are purchased with personal funds cannot be reimbursed.
- **Account Executives:** Account Executives should remember to sign their monthly statements. The notices are sent by the university via email, and typically include the title "*Financial and Business Services.*"
- **Forms:** You can find Department forms at <https://www.math.utah.edu/resources/forms.php> for Business meal requests, Purchase-Order requests, and Travel requests. They can be filled in advance to speed up some of the relevant requests.