

## Out-of-Pocket Expense Reimbursement

**Effective Date:** March 21, 2016  
**Function:** Accounts Payable  
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### Basis for Procedure

Out-of-pocket purchases can be reimbursed in one of two ways:

- through the standard accounts payable payment process, or
- from a petty cash account that has been established at the operating location.

### Procedure Summary

The standard accounts payable payment process reimburses the project director's personal expenses directly from project funds.

### Documentation of Purchase

For reimbursement through the [standard accounts payable payment process](#), the purchase must be documented and submitted to the operating location office responsible for purchasing and accounts payable.

The documentation should contain the following information:

- project, task, and award (PTA) numbers
- expense type
- description of item or service
- supplier name, address, and to whom the check is made payable or cash will be paid
- price
- project director (or authorized designee) signature and date
- receipts

If payment is made by check, the payee must be on the Supplier File. If the supplier does not already exist in the supplier file, a new supplier must be created.

**Note:** If payment is electronic, then payee must be on the Supplier File and must have completed an [ACH Enrollment Form](#).

The standard Research Foundation [Purchase Requisition](#) Form or the Research Foundation [Request for Campus Supplier Payments](#) Form can be used by operating locations to document the purchase or a form can be developed for that purpose. The payment documentation must be reviewed for compliance and, if approved, sent to the appropriate business office at the operating location for payment.

### Reimbursement from a Petty Cash Account

Out-of-pocket expenses can be reimbursed from the operating location's petty cash account if the project director needs to be reimbursed quickly. The following table outlines the steps necessary to request a reimbursement.

| Step   | Role or Responsibility | References or Tips  |
|--|------------------------|---|
| Make purchase using own funds.   | Project Director       |   |
| Complete the <a href="#">Petty Cash Request</a> form, a Purchase Requisition Form, or an equivalent operating location form. | Project Director       | The form must indicate that the request is for a reimbursement    |
| Submit the appropriate form and a receipt or invoice for the payment to the appropriate operating location business office.  | Project Director       | The appropriate office is usually Purchasing or Accounts Payable. |

|  |   |   |
|--|---|---|
| Review request form for compliance and to ensure that the payment has been authorized by the project director or designee. | Operating Location's Authorized Business Office Personnel | If the disbursement is approved, proceed to the next step.<br><br>If the disbursement is rejected, contact project director to negotiate or send requisition back for revision. |
| Issue a check or disburse cash for requested amount to the project director.   | Operating Location's Authorized Business Office Personnel | If cash is disbursed, recipient must sign for it to document the transaction.   |
| Replenish the petty cash account from project account funds.   | Operating Location's Authorized Business Office Personnel | Refer to <a href="#">Petty Cash: How to Establish and Maintain Accounts</a> for information on how to replenish the petty cash account.   |

## Definitions

None

## Related Information

[How to Review a Request for Goods, Services, or Payment](#)

[Invoice and Payment Process](#)

[Petty Cash: How to Establish and Maintain Accounts](#)

## Forms

[Request for Campus Supplier Payments](#)

[ACH Enrollment Form](#)

[Purchase Requisition](#)

[Petty Cash Request](#)

## Change History

| Date           | Summary of Change  |
|----------------|--|
| March 21, 2016 | Fixed all broken links and updated the document to comply with the new template. |
| July 13, 2011  | New document.  |

## Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).

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