

Volume code: Finance	F1.03.2 Non-Travel Related Business Expenses and Reimbursement	Responsible Office: Controller's Office
Chapter: Disbursements	Effective Date: 07/15/2015 Revised: 09/04/2019	Responsible Officer: Controller

POLICY STATEMENT

Northeastern Illinois University (the "University") reimburses appropriate and reasonable business expenditures that further the goals of the University.

PURPOSE OF THE POLICY

The purpose of this policy is to define reimbursable University business expenses and communicate the procedures for requesting and approving reimbursements.

WHO IS AFFECTED BY THIS POLICY

All University departments and employees.

DEFINITIONS

Direct Payment Voucher (DPV): The document/form used to request payment or reimbursement for the purchase of goods or services that does not require competitive pricing and the issuance of a Purchase Order.

Financial Manager: The person designated with responsibility over an individual financial account to promote the mission or purpose of the account, safeguard the assets of the account, and assure the propriety of all expenditures from the account.

Headquarters: The University location where an employee's duties require the largest part of work time to be spent and where travel normally begins and ends. Each employee has one designated headquarters. (See Travel Regulations for additional information.)

University Funds: These funds include state appropriations to the University, student tuition and fees, grants and contracts, auxiliary fees and revenues, and all other related revenues. University Funds do not include funds held or expended by the University Foundation.

REGULATIONS

Reasonable and appropriate expenses paid by employees, and necessary for the enhancement, completion or furtherance of University business, are reimbursable expenses. Examples of appropriate expenses include buying refreshments for participants at a professional development program, or buying meals at a professional or alumni meeting. Business expenses for University visitors or guests are also reimbursable. Examples of these expenses include travel expenses paid by the employee for a University employment candidate, or dinner expenses for a guest lecturer or a potential donor.

The purchase of alcoholic beverages, entertainment, or memberships in private clubs from University funds is strictly prohibited.



Business Meal Limits

The following maximum rates apply when an employee incurs reimbursable business meal expenses that are not travel related:

	<u>Employees Only</u>	<u>Employees and Guests</u>
Breakfast	\$15.00 per person	\$20.00 per person
Lunch	\$25.00 per person	\$40.00 per person
Dinner	\$40.00 per person	\$60.00 per person

All rates shown above are exclusive of taxes and gratuities. Taxes and gratuities are reimbursable; the maximum reimbursement for gratuities is 20% of the bill.

Please see [Travel Regulations](#) for all expenses related to University travel.

Business Meals* using Grant Funds

In addition to this University policy, reimbursement rates for expenses paid from grants or contracts must comply with all terms of those agreements and must be reviewed by the project sponsor or Financial Manager before expenses are incurred.

Business Meetings with Only University Employees

Meetings at a University location with employees from the same headquarters

Meals, refreshments, or related supplies for routine meetings such as staff or committee meetings held at a University location are not allowed. Meals*, refreshments, or related supplies for non-routine meetings such as development, planning, and trainings held at a University location and attended only by University employees from the same headquarters are allowed only if:

- The meeting begins prior to 7:00 a.m. and lasts at least three hours;
- The meeting ends after 7:00 p.m. and lasts at least three hours; or
- The meeting continues through the lunch break and lasts at least seven hours.

Meetings at a University location with employees from different headquarters

Meals*, refreshments, or related supplies for any business meetings held at a University location and attended by employees from different headquarters are allowed only if:

- The meeting begins prior to 7:00 a.m. and lasts at least three hours;
- The meeting ends after 7:00 p.m. and lasts at least three hours; or
- The meeting continues through the lunch break and lasts at least seven hours.

Meetings away from University locations

Meals, refreshments, or related supplies for non-routine meetings such as development, planning and training meetings held away from University locations, and attended only by University employees, are allowed only if approved in writing or e-mail prior to the meeting by the President, the Provost, or the Vice President overseeing the office, department or College.

Business Meetings Involving Employees, Students, and Guests

Meals, refreshments, or related supplies may be provided for student or employee recruitment, for guests or students performing a service, or for a function such as a reception or luncheon to honor a visitor, guest, or dignitary. These costs could include catering expenses*. Attendees can include employees, employment candidates, students, and guests. Expenses for any event honoring or endorsing a current public official cannot be reimbursed from University funds.

Travel expenses incurred by a candidate for University employment must be approved by the hiring agent and submitted for payment using the procedure below.

Entertainment expenses

Entertainment expenses, expenses solely for amusement or enjoyment (tickets to theater, comedy club, etc.) are not reimbursable.

Gift cards

Reimbursement is not permitted for the purchase of Gift cards.

*** Food Service**

Any food served on main campus must be procured through the University's food service vendor, unless said vendor provides an approved Campus Dining Services Catering Exemption Request form.



PROCEDURES

Employees must complete reimbursement requests through a Direct Payment Voucher (DPV) and attach detailed original receipts and approvals. Before submission to Accounts Payable, the DPV must clearly state the purpose, time and location; list participants; itemize costs in detail; and be fully approved and signed by all required signers.

The Controller's Office will process reimbursement if funds are available and proper approvals have been obtained.

AUTHOR REFERENCE

[Northern Illinois University Business Procedure Manual: Reimbursable Business Expenses](#)

HISTORY

09/04/2019 – Removed reference to non-existing policy
 04/01/2017 – Revised; clarified language to include supplies related to the business meetings
 Formerly Administrative Memorandum No. 41 – Entertainment Reimbursement, effective dated 02/01/1995
 Formerly Fiscal Agent Handbook: G3 – Expenses for University Events, effective dated 09/01/1999

APPENDIX

- A. Direct Payment Voucher

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[Board of Trustee Regulations: Section V.A.D. and Section V.A.E.](#)
[Illinois Department of Central Management Services Travel Guide for State Employees](#)
 University Policy F1.03.1 [Direct Payment Vouchers](#), effective dated 09/24/2014
 University Policy F1.08.2 [Travel Regulations](#), effective dated 12/01/2015

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Accounts Payable	773-442-5145	controller-office@neu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



APPENDIX A: DIRECT PAYMENT VOUCHER



DIRECT PAYMENT VOUCHER

DOCUMENT NUMBER
D_ 80801

PAYEE DATA <small>NAME, ADDRESS & ZIP CODE</small>	INVOICE DATE	INVOICE NUMBER	AMOUNT										
<small>PAYEE REFERENCE NUMBER (FEIN OR SSN)</small> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> </table>											TOTAL		

QUANTITY	UNIT OF MEASURE	DESCRIPTION	ACCOUNT	AMOUNT
				▲
				▲
				▲
				▲
				▲
				▲
TOTAL AMOUNT				▲

IS THE PAYEE OR BENEFICIARY A U.S. CITIZEN OR PERMANENT ALIEN YES NO _____ SIGNATURE OF PERSON MARKING CITIZENSHIP OR RESIDENCY STATUS _____ DATE

PAYMENT DATA	OFFICE PHONE #	FUND	ORG	PROGRAM												
<small>FUND/ORGANIZATION</small>		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>					<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>					<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>				

APPROVAL

IT IS HEREBY CERTIFIED THAT THE SERVICES OR MATERIALS REPRESENTED ON VOUCHER WERE RECEIVED OR AUTHORIZED AND THAT THE AMOUNT IS CORRECT AND APPROVED FOR PAYMENT

REQUESTED BY _____ DATE _____

FINANCIAL MANAGER _____ DATE _____

APPROVAL LEVEL I _____ DATE _____

APPROVAL LEVEL II _____ DATE _____

APPROVAL LEVEL III _____ DATE _____

FOR OFFICE USE ONLY			
LOCAL AUTOMATIC PYMT	MANUAL PAYMENT		
<input type="radio"/> TC LOCAL CHECK <input type="radio"/> SEPARATE LOCAL <input type="radio"/> OTHER SPECIFY _____	<input type="radio"/> TC LOCAL CHECK <input type="radio"/> IMPREST CHECK <input type="radio"/> GROUPING SHEET CHECK # _____		
<input type="checkbox"/> OVERRIDE AUTHORITY EXCEEDS AVAILABLE FUNDS	BUDGET CONTROL _____	DATE _____	SOURCE OF FUNDS <input type="checkbox"/> G or I
VENDOR ID _____		ENC. _____	

DISTRIBUTION: WHITE - CONTROLLER
 YELLOW - DISBURSEMENTS
 PINK - ORIGINATOR

1025J 5/07