
Policy: Reimbursement

When a fellow would like to purchase an item where they will be using their CME funds and/or travel stipend the fellow pays for the item and then submits the **ORIGINAL, ITEMIZED** receipt for reimbursement to the Program Coordinator. If the item purchased has a warranty or the fellow needs an original receipt for their records it is highly recommended that 2 original receipts are obtained. When processing reimbursement the ORIGINAL, ITEMIZED receipt must be included, however, a request can be made that the receipt is returned. Past experience has shown that it is not consistent that receipts are returned by Accounts Payable.

A fellow may request to purchase an item using the Program Coordinator's P-card; however, use of this card is at the discretion of the Program Coordinator and may only be used in the office during office hours. Fellows are not permitted to charge items to the Program Coordinator's P-card unless permission is received and failure to do so will result in the termination of that privilege for all future purchases. The fellow is responsible for immediately submitting the ORIGINAL, ITEMIZED receipt to the Program Coordinator.

Internet receipts are acceptable, however the receipt must indicate:

- Item(s) purchased
- Cost of each item
- Date of purchase
- Name of purchaser
- **Indicate purchase was paid in full**

Often internet receipts do not indicate that payment was actually made; therefore, a copy of the credit card statement with the internet receipt is required.

In order to meet the University of Michigan deadline for completing financial transactions prior to the closing of the fiscal year (June 30th) all reimbursement requests are **due no later than May 31st** of the academic year.

Please see the Travel Stipend Policy for details regarding allowable expenses associated with authorized travel.

Reviewed	06/2007	06/2009						
Revised			02/11/2010					
Initials	MN	MN	SB					