

Reimbursement or payment can only be processed for items purchased during the fiscal year (the University fiscal year runs July 1<sup>st</sup> through June 30th). Requests must be submitted before the year-end deadline (set each year and communicated to Program Coordinators).

Reimbursements must be turned in within 60 days of purchase or travel. If received after 60 days, it will be a taxable benefit. As a result, reimbursement will be held until the next open pay day (this is not always the same month as pay periods close mid-month). Taxes on reimbursement will be removed from paycheck and separate deposit will be received for full amount.

#### University Purchase Process

1. Invoice or Quote sent [gmeoffice@umkc.edu](mailto:gmeoffice@umkc.edu)
  - a. Invoice/quote must be address to UMKC
  - b. IT items (includes software, hardware, and online services) require CIO approval
    - i. Will be requested after invoice is received and requester will be notified when received
2. Confirmation of payment will be sent to requester after it has been processed

#### Non- Travel Reimbursement Process

1. Send email requesting reimbursement to [gmeoffice@umkc.edu](mailto:gmeoffice@umkc.edu)
2. Email must include receipt(s). Receipt must:
  - a. List all items purchased
  - b. Show as paid in full (payment cannot be made via gift card or financing)
  - c. Be readable (PDF is preferred format)
  - d. Include funding source
    - i. For resident funds, requests must be sent from their UMKC email account
    - ii. For program funds, program director approval must be included (can be attachment or part of email chain)
3. Confirmation of reimbursement will be sent to requester after it has been processed

#### Travel Reimbursement Process

1. Supervisor must approve in writing or via email prior to traveling. Approval must include an estimated cost and funding source. Approval must be included on reimbursement request.
2. Send email requesting reimbursement to [gmeoffice@umkc.edu](mailto:gmeoffice@umkc.edu)
3. Email must:
  - a. Have itemized listing of what you are requesting. Travel items may include meal per diem, mileage, airfare, registration, lodging, and incidentals.
    - i. Meals reimbursed on a per diem basis. Rates are based at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
      1. For travel in the state of Missouri, the rate standard CONUS rate
      2. For all other travel, the University uses the daily meal rate for the travel location
    - ii. For lodging shared by two or more residents, a copy of the cancelled check written to the one who reserved the room must accompany the hotel bill
    - iii. Transportation using most economical method (train, air, personal vehicle, etc.) *If more expensive option is chosen, the reimbursement will be limited to less expensive option*
      1. Individuals choosing personal vehicle must submit a map showing the most direct route. They will be reimbursed for round trip at the current mileage plus any costs of parking and tolls. The mileage reimbursement rate is set by the Controller's Office by January 1 for each calendar year and posted on the [Controller's website](#)
  - b. Receipt(s) for items over \$75, lodging regardless of cost, and non-travel expenses (such as books, posters, etc.) regardless of cost. Receipts must:
    - i. List all items purchased
    - ii. Show as paid in full (payment cannot be made via gift card or financing)

- iii. Be readable (PDF is preferred format)
  - c. Include funding source
    - i. For resident funds, requests must be sent from their UMKC email account
    - ii. For program funds, program director approval must be included (can be attachment or part of email chain)
- 4. Official conference course schedule and confirmation of attendance is required for reimbursement and must be attached to email
- 5. Confirmation of reimbursement will be sent to requester