

The Accounts Payable departments goal is to guide the Campus Community in complying with the policies and procedures for expenses and reimbursements, to ensure that only appropriate expenditures are being incurred and reimbursed.



How the Direct Expense Program Works

The Direct Expense program is a convenient method for making purchases in which creating a purchase order document would add no value to the transaction. Direct Expense Form requests bypass the purchase order process and are paid directly from Direct Expense/Employee Reimbursement Form for \$1,000.00 and under. If you have any questions concerning what requires a purchase order, please contact the Purchasing Department. Please refer to AP Tips and Instructions tab on Direct Expense/ Employee Reimbursement Form.

*Please refer to the AP Tips handout.

Travel or How to Get Reimbursed Faster than a Barnacle Grows

Top 7 reasons why your travel claim is not paid or returned to your Department:

- 1. No Travel Authorization Form.
- 2. Unauthorized or excessive expenses.
- 3. Missing *original detailed* receipts.
- 4. Information on claim form is incorrect or missing.
- 5. Approval signatures missing.
- 6. Business reason and purpose of trip.
- 7. No Account codes (Account-Fund-Dept).



Mileage

When using your personal auto, before you travel, please have these forms and requirements on file:

- Authorization to Use Privately Owned Vehicle on State Business form (STD 261)
- 2. Defensive driver training (provided on campus.)

*Please refer to Travel Highlights, CMA Rental Car Policy and FAQ handout.