

Title/Subject: **BUSINESS EXPENSE POLICY**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: May 9, 2006

Contact for More Information: Payroll & Travel Services

Board Policy Administrative Policy Procedure Guideline

PURPOSE:

The Business Expense Policy is intended to provide information and guidance regarding university travel, entertainment and/or other reimbursable business expenses.

POLICY:

The University shall establish rules and regulations governing the reimbursement for university travel, entertainment and/or other reimbursable business expenses.

University personnel may request reimbursement or payment for expenses if they are reasonable and necessary expenses incurred in connection with the business of the university. University business should be in support of a specific program of instruction, research, public service, or more general programs of professional improvement, university advancement or university operations. Decisions regarding the use of funds will be made by the individual departments of the university within university policies.

Policies apply to all university expenses regardless of the source of funds. When expenditures are funded by a grant or contract, the use of funds will be governed by the more restrictive; grant, contract or university policies. The university has limited resources to accomplish its mission of teaching, research and service. Responsible discretion and judgment should always be used for expending university funds.

PROCEDURE:

The Vice President for Finance and Administrative Services is authorized to approve procedures and regulations for employees regarding university travel, entertainment, and reimbursable business expenses. The procedures are outlined in general terms to allow reasonable flexibility. They are not expected to cover every possible situation. Expenditures of an unusual nature should be documented when seeking reimbursement or payment. Whenever possible, such expenses or items should be discussed with Payroll and Travel Services in advance. These procedures and regulations will be contained in the Business Expense Manual issued by Payroll & Travel Services. It will be available in print and on line at <https://www2.cmich.edu/fas/fsr/OAC/Travel-Business-Expenses/Documents/BusinessExpenseManual.pdf>

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