

General Reimbursements

SSHA Department Chairs Meeting

25 February 2021



A general reimbursement is a reimbursement for a business expense which would have normally been purchased by CBS2 using University funds but instead, has been purchased by an individual using personal funds. Please retain all receipts for verification of purchase.



Since CBS2 associates are knowledgeable of the relevant approvals, restrictions and steps to the purchasing process, it's advised that faculty use the university process to obtain all goods and services. Also, CBS2 ensures policy compliance and would have the opportunity to recommend an alternative vendor that could save money (UC contracted vendors) or provide other added value (ex warranty).



However, we understand that occasionally, there is an urgent need for an item (after business hours), in that case, faculty can purchase the item using personal funds then request a reimbursement. For services, it is highly recommended that you do not use personal funds as it may not always be reimbursed.

Allowing CBS2 to do purchasing...



Delegated authority to sign contracts or agreements and contract for services is with Procurement Services. Faculty are not allowed to sign contracts, agreements or approve any services to be performed.



By allowing CBS2 to do the purchasing, it directly hits the funding source and stays within compliance.



This is not designed to be an inconvenience, but rather a process that helps assure adherence to policy and procedures.

Reimbursement Process & Timeline

Faculty submits reimbursement request via CBS2 ServiceNow
<https://ucmerced.service-now.com/Portal/home.do>

CBS2 put in request in Concur

SAP Concur 

Route to Faculty's approval

Next, to Travel/Expense Audit

Lastly, Supervisor's approval
(Dean/Delegate)

The faculty will receive an email notification every time the expense report changes status in the system.

Benefits...

- ▶ Computer - All prices listed in Bobcat Buy include pre-negotiated discounts and warranty. IT provides recommendations for computer hardware devices and peripherals/auxiliaries.
- ▶ Software - IT provides consultation, sourcing and strive to provide price quotes and purchasing at academic or volume discount whenever possible. Software purchasing requires research, review of terms and conditions and other criteria that UCM must abide to. This might take longer to purchase the software you need to order but ensures we meet all UCOP, campus and other requirements.
- ▶ Cellphones - UCM discount pricing on devices (iPhone 12 mini at \$249.99 vs \$972.09)

Rejected items for reimbursements

- ▶ Pillows
- ▶ Coffee maker/Keurig
- ▶ Wine cooler
- ▶ Luggage
- ▶ Hot chocolate/coffee k-cups
- ▶ Cupcakes/cakes for birthdays

Reimbursement: Example #1

- ▶ Rufus is working on his latest research project. He decides to collaborate with a two-research assistant (RA) and compensate them with \$100 gift card each. Thinking it would be easier to purchase the gift cards out of pocket and then request for reimbursement, Rufus proceeds with submitting his request for reimbursement.
- ▶ What kind of delays might Rufus encounter? Is Rufus in line with UCM's best practices?
- ▶ Although the reimbursement amount is under the \$500.00 threshold, it is **highly encouraged** to go through the appropriate channels. There are multiple departments such as HR and Procurement that need to approve the compensation method before service is started. Thus, paying out of pock may not be reimbursed or delayed.

Reimbursement: Example #2

- ▶ Rufus is looking into upgrading his business cellphone. While skimming through IT's cellphone catalog, he see the iPhone he wants for \$299.99. However, he decides to purchase the newest iPhone at \$999.99+tax out of pocket due to a faster turnaround time. What kind of delays can Rufus encounter when requesting for reimbursement?
- ▶ Rufus's purchase is over the allowable \$500 and therefore will need to go through higher approval. Additionally, other departments such as IT, will need to be involved. Since UCM's price for the same cellphone, was at \$299.99 its not guaranteed that Rufus will receive a full reimbursement. He might only be reimbursed for what UCM would have paid for had he gone through the appropriate channels.

Reminders:

- ▶ Seek a quote, but don't purchase or commit to any goods or services
 - ▶ This includes not officially scheduling work with vendor
- ▶ Reimbursements are not guaranteed until reviewed and deemed in-line with University's guidelines (even under \$500)
- ▶ Reimbursement of services are not allowable
- ▶ Reimbursed items belong to UCM
- ▶ All general reimbursement expenses claimed must be accompanied by an itemized receipt detailing the item, quantity, unit price, and method of payment.
 - ▶ If receipts cannot be provided, then a comparable document may be accepted at the discretion of Auditing Department

Reminders (continue):

- ▶ It is always best to reach out to SSHA Finance for guidance or clarification before paying out of pocket for items.
- ▶ There are items such as subscriptions that are approved for out-of-pocket purchase but please seek approval from SSHA Finance before procuring.
- ▶ Justifications should not be stated as simply research but expand on the details of the project name, lab name, number, on or off site information, and as much detail as possible. Think of answering the who/what/when/where/why!

Thank you!

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