# Reimbursement TIPS

## WHAT is eReimbursement?

* UW Bothell complies with the [UW Procurement reimbursement policies](https://finance.uw.edu/ps/how-to-pay/reimbursements).
* eReimbursement is a module in [Ariba](https://finance.uw.edu/ps/) used to reimburse individuals for **purchases of goods** made on behalf of the UW. **eReimbursement is NOT used for travel**; travel reimbursement is through the [eTravel](http://f2.washington.edu/fm/travel/reimbursement) module.
* Items **not allowed** to be processed through eReimbursement are [listed here](https://finance.uw.edu/ps/how-to-pay/reimbursements#Not allowed).

## BEFORE Purchase

* **Reimbursements are for rare occasions when other procurement methods are not an option.** Seeking reimbursement for UW purchases of goods made with personal funds **should be done only as a last resort.**
* It is the **department's responsibility** to ensure purchases being reimbursed are appropriate and allowable per budget or grant requirements. **All purchases must have an official UW business purpose**, which describes how the purchase is directly work related and how the university is benefited by the purchase.
* **Food purchases**: Departments will need to be familiar with the [food policy](http://www.uwb.edu/finance/food-approvals). A completed food form must be approved prior to purchase. Submit the **approved food form,** **business purpose of purchase, and** **list of attendees (or invitees, if, for example, it is a large event, such as W day)** for reimbursement. If the purchase is over per diem, the excess cost must be on put onto a discretionary budget with Department Administration approval by e-mail. The e-mail must be submitted with reimbursement request and will be attached in Ariba.

## AFTER Purchase

* Complete the [eReimbursement Claim Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/eReimbursement-Claim-Form.pdf).
* It is the **department's responsibility** to make sure purchases being reimbursed are **appropriate and allowable** per budget or grant requirements. **Accurate budget numbers and** [**object codes**](https://finance.uw.edu/fr/references/object-codes) must be submitted by the department with the reimbursement request.
* **Receipts must be provided** with the reimbursement request. A **receipt** is written acknowledgment of having received, or taken into one's possession, a specified purchase amount, number and description of goods, etc. A receipt is not a confirmation notice or quote.
* **Receipts must be itemized** to show exactly what was purchased. For example, if a meal is being reimbursed, include the itemized receipt showing the food and beverages purchased at that meal.
* Make every attempt to retrieve an **original receipt** from the supplier for a purchase. If an original receipt cannot be obtained, supporting documentation such as a bank statement, confirmation email of purchase, packing slip etc. and an itemized list of what was purchased may be a substitute. Also, a [perjury statement](http://www.uwb.edu/getattachment/finance/forms-and-guides/Perjury-Statement.docx) must be completed and submitted with the reimbursement when an original receipt is not provided.
* **Required delivery confirmation:** For a purchase of goods, **proof of delivery is required** for reimbursement. This can be a packing slip, e-mail confirmation, or the purchaser’s signature and date received on the receipt.
* **Food purchases:** Submit the **approved food form,** **business purpose of purchase, and** **list of attendees (or invitees, if, for example, it is a large event, such as W day)**, in compliance with the [food policy](http://www.uwb.edu/finance/food-approvals). If the purchase is over per diem, the excess cost must be put onto a discretionary budget with Department Administration approval by e-mail. The e-mail must be submitted with reimbursement request and will be attached in Ariba.
* [Taxability](http://f2.washington.edu/fm/tax/taxability) **determination of item** purchased is **responsibility of the department**.
* **Employees:** Employees who currently receive their payroll by direct deposit to their bank account will be able to choose to receive their reimbursement by direct deposit to the same account.
* **Non-UW Individuals:** If a receipt is in a spouse or someone else's name, reimbursement will go to the person whose name is on the receipt using eReimbursement for a Non-UW Employee. Reimbursement to non-UW employees can only be issued by check. A check can be sent to the payee's address or a campus box number.