

### *Acceptable documentation for personal reimbursements*

*Here are the guidelines for personal reimbursements. A reimbursement by definition is "to pay back someone", so we cannot pay someone for something they have not already paid.*

*These are acceptable types of documentation.*

- 1) A paid receipt from a retail store. If the person pays cash, it would be helpful if they wrote cash and signed their name.*
- 2) An item that is ordered off the Internet must be charged to a credit card and the order confirmation indicating payment was made by VISA, MasterCard, etc. XXXXXXXX1234 can be submitted.*
- 3) Items that are ordered that include a personal check for payment of the order may be reimbursed when the check clears. If the individual does not get copies of his/her canceled check with the monthly statement, a copy of the statement indicating the check paid is sufficient. All personal account numbers should be blacked out on the statement before submission.*
- 4) Cell phone, Internet access, cable, etc. expense can be reimbursed if the bill submitted for reimbursement shows payment has been made. As a general rule, the person will have to wait for the next month's bill that shows the previous balance and the previous balance paid. If they use online banking they could submit a copy of the online transaction with the bill to expedite reimbursement.*
- 5) A meal reimbursement should include the itemized meal receipt and the credit card receipt. (See #1)*

*The only time we require a copy of the canceled check other than the situation in #3 would be if a canceled check were the only proof of payment you were able to provide. An example of this might be a check submitted with an abstract for publication.*

*Many times a complete explanation of why obtaining this merchandise/service by using personal funds benefited the University will expedite the reimbursement. One of the reasons the regulations have been tightened is that there are other avenues available to UNC employees to make purchases that do not require out-of-pocket expenditures. These include the P-card, our e-commerce vendors and ITP. University policy requires the use of these other methods unless one can justify why they could not use them.*

Source: Pat Tayloe 6/14/03 email