

Reimbursements

- A reimbursement is made directly to an employee, or an individual, who has already paid for the items in accordance with the Direct Pay Request policy and the [Business Hospitality guidelines](#).
- If the individual being reimbursed is not in the CMS vendor file, submit a completed (Payment Data Record 204) to Procurement for processing.

Direct Pay Reimbursements (Books, Subscriptions, Memberships, Interview Expenses, and Food over \$50.00)

- Complete a Direct Payment Request with all receipts, attendees list, justification for the reimbursement, and send it to the Accounts Payable office for processing a payment.

Purchase Order Reimbursements (All others)

- Enter requisition for reimbursement. <http://www.csus.edu/cms/training/finance84/manuals/CMS-Requisitions-User-Guide.pdf>
- Submit a copy of receipts along with a copy of the requisition to Procurement.
- The individual being reimbursed must invoice the University. If the individual does not have an invoice, a generic invoice can be downloaded from Accounts Payable's website at www.csus.edu/aba/forms.htm The invoice must include the following:
 - Original receipts
 - Purchase order number
 - Signature of Individual
 - Department Approval Signature
 - Description of reimbursement
 - Amount of reimbursement
- Submit the approved invoice to the Accounts Payable Department.
- Requisitions/Purchase orders will not be accepted in lieu of an invoice.