



# Reimbursement Request

Supplier#: \_\_\_\_\_ New Supplier - [204 Supplier Data Record](#) Attached   
*(Look-up Supplier number in CFS and record here or indicate new, Payment will not be processed until the Supplier Data Record Form has been returned to AP and entered into CFS)*

### Payee (Make check payable to)

Payee Name: \_\_\_\_\_  
Address : \_\_\_\_\_  
City : \_\_\_\_\_  
State : \_\_\_\_\_ Zip: \_\_\_\_\_

### Authorized Reimbursement:

Account	Fund	Dept ID	Amount
<b>Grand Total</b>			

Comments/Instructions: \_\_\_\_\_  
\_\_\_\_\_

Handling Instructions: Choose from the List Please Call Ext. \_\_\_\_\_

### Department Approval

Department: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Department Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

By my signature above, I certify that I am authorized to expend funds from the department listed above. I also certify that this is a legitimate expenditure Per the fund specifications and I am not aware of any financial interest involving me or a family member that could present a conflict of interest.

Signature of the Department Approving Official: \_\_\_\_\_  
*(Signature must be on file in Delegation of Authority list in CFS)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Reimbursement & Payment Policy Exceptions Only – Justification Required

Reimbursement Payment Requests up to \$2,500.00 - Department's Manager or Chair shall sign the Reimbursement Payment Requests  
Reimbursement Payment Requests from \$2,501.00 to \$10,000 - AVP or Dean shall sign the Reimbursement Payment Requests  
Reimbursement Payment Requests over 10,000 - requires both AVP/Dean and ABA/CFO approval

Authorized Signature: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(For Financial Services use only)**

### Procurement Office Review, As Needed:

Buyer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Exception to policy, as needed: REIMBURSEMENT PAYMENT REQUEST OVER \$10,000

VP/CFO Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## What is a Reimbursement Request?

The Reimbursement Request (RR) is used for payments made directly to an individual (employee or non-employee) when a purchase order is not required per CSU Policy guidelines for Contracting & Procurement. The preferred method of payment for these types of transactions is the use of a University issued Procurement card (Procard). The University does not like for employees to be out-of-pocket for two or more weeks waiting to be reimbursed. Use of the Procard is a true cost savings for the University.

***Due to tax reporting, individuals may not pay for services and in return seek reimbursement for those services from the University.***

## What is required?

***For non-employees only*** - Completed Supplier Data Record form (204 Form) must be submitted to Accounts Payable and entered into CFS before reimbursement is processed. If you already have a Supplier number in CFS or are an employee of CSUS, this is not required.

Receipt or invoice is needed to process all reimbursement requests.

Signature of department approving official (*Navigation in CFS to verify current signers: CSU Delegation of Authority >Delegation Inquiry*) to update approving officials use the CFS Finance System Access Request form.

**All requests must have the following attached before payment will be rendered:**

**Exceptions to policy will require a progressive authority level signature and will require a written justification with a plan for future resolution.**

**Policies and violators may be subject to disciplinary action.**

- Invoice or itemized receipts showing payment has been made.
- Copy of the cancelled check for payments made by check.

## Authorized Reimbursements:

- Accreditations: Travel expenses for accrediting body or individuals for expenses associated with the accreditation process
- Books and Publications: Includes audio and visual media
- Event Fee: Reimbursement to employee for a chair or table at an awards banquet or Gala
- Food, non-catered events: Payment greater than \$50.00 for non-catered food purchases
  - Must follow hospitality guidelines – must submit list of attendees and statement of justification
  - Alcohol may not be purchased on Fund 485 (THS, TS & M except MDR01)
- Gift Cards –Pre-approval required [http://www.csus.edu/aba/forms.html#Procurements\\_&Contracts](http://www.csus.edu/aba/forms.html#Procurements_&Contracts)
- Non-Employee travel expenses: Reimbursement for travel expenses incurred
  - Travel worksheet - [http://www.csus.edu/aba/forms.html#Accounts\\_Payable](http://www.csus.edu/aba/forms.html#Accounts_Payable)
- Membership dues/Subscriptions: Payment for magazine subscriptions and membership dues
- Registration fee for on-line classes
- Student stipends – Financial Aid approval needed
- Submission fees for publications
- Uniform allowances: Reimbursement for uniform expenses. To be used by UTAPS, Public Safety and the Student Health Center