preparation of the subcontract. If t

Are personal reimbursements subject to the 90 day rule?

Yes, personal reimbursements are subject to the 90 day rule. It is entirely reasonable to expect that employees with travel expenses or miscellaneous reimbursements can account for those expenses within 90 days of their return to campus.

In cases of extended foreign travel that may extend for periods longer than 90 days, reimbursements can be made at the conclusion of the trip.

All personal reimbursements should be settled prior to the conclusion of the University's fiscal year. Reimbursements for expenditures occurring in prior fiscal periods will not be honored.

How do you define occurrence?

An expense occurs when services are either provided (e.g. payroll) or received, or when goods are acquired and consumed. The date of this activity is the date of occurrence.