

Reimbursement for Travel Expenses Over 60 Days

Please note:

Reimbursed expenses reported more than 60 days after travel has occurred will be included in the recipient's taxable income as outlined in BPM 505.

Benefits will be charged to the funding department, and the payment to the employee will be subject to tax withholding.

Owner	Process
Finance	Reviews the Travel – Trip Expense Detail (UM 11) and determines that expenses noted on the UM 11 are more than 60 days after the end of the trip.
Finance	Notify the fiscal staff in the department that the UM 11 is rejected and attach a brief memo to the rejected form.
Department	Makes determination to reimburse expenses.
Department	<p>Completes Additional Pay Form and submits along with UM 11, supporting documents and justification of the reason for the delay, to Finance for review. The APF can be found at: http://www.umsystem.edu/ums/departments/fa/management/records/forms/human/</p> <p>Complete the form in its <u>entirety</u>, for the earnings code use TVS (Travel Reimbursement Taxable) for travel expenses and earnings code MOV for moving expenses.</p> <p>Department may submit UM 11 and Additional Pay Form with supporting documents to Finance prior to the initial review.</p>
Finance	Reviews UM 11, Additional Pay Form, and supporting documents then submits to Human Resource Services.
Human Resource Services	Process the Additional Pay Form, the original documentation will be placed in the employee's personnel file.