



CASE WESTERN RESERVE  
UNIVERSITY EST. 1826

# Case Western Reserve University

## Payment and Reimbursement Policy

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Case Western Reserve University Payment and Reimbursement Policy—Full Revision

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### **1. Purpose**

This document sets forth as policy the approved payment options for university departments to utilize when paying vendors for goods and services provided. Also included are the procedures to be used in conjunction with each payment method or reimbursement.

### **2. Standard Requisition /Purchase Order**

Most purchases require the issuance of a Purchase Order (PO) to the vendor prior to the commencement of work or ordering of goods. This process serves to apply the University's standard contractual terms included in the Purchase Order to the vendor, supports encumbrance of funds, electronic workflow and approvals and provides the ability to match the PO to the vendor's invoice. In all situations, before a good or service is purchased, the end user must enter a requisition into PeopleSoft, keeping in mind that bid requirements, if applicable, must be met for the Purchase Order to be created and the order placed (See [Procurement Policy](#)). Once the necessary backup is provided, along with the approved PeopleSoft requisition and contract, (if applicable), it is received and approved by the Purchasing Buyer or Agent. A PO will be issued to the vendor from the Procurement Office. End users may check the status of their requisition to determine when a PO is created.

After the service is rendered or the good received, an invoice may be submitted to Accounts Payable for processing (electronic invoices can be sent to [invoices-pds@case.edu](mailto:invoices-pds@case.edu)). All invoices received by AP from the vendor or the end user must have a valid PO number noted on the invoice for prompt payment. The University's standard payment terms are generally 45 days and as such, the payment will be made to the vendor on the 45<sup>th</sup> day after the date of the invoice. Some categories of purchases such as MBE/FBE vendors, utility payments, insurance payments, and lab fee payments are subject to special terms.

**No commencement of work or ordering of goods is authorized or shall constitute a commitment of the University until the required PO's has been approved and issued. Procurement and Distribution Services will not process payments without a properly executed Purchase Order.**

### **3. Payment Requests**

Payment Requests differ from PO's in that Payment Requests are submitted via the AP module in PeopleSoft and are used to reimburse persons, pay persons (non service related) or pay a very limited subset of vendors such as INS Visas/fees and insurance. See complete listing below. Payments made through the payment request process are processed upon receipt of request and are generally completed within three to five business days. Net 45 terms do not apply to Payment Request transactions. In all instances, payments exceeding \$10,000 must be signed by the Budget Director of the department. For all employees, reimbursement requests will be directly deposited into your PeopleSoft HCM selected account via an ACH payment, usually within three days of submittal. You will be notified by email when these deposits occur and should check with your bank to see when the funds are available; usually within two days. Non employee payment requests must be accompanied by a Supplier Information form.

#### **Types of Payment Requests:**

##### **Processed through PeopleSoft Travel & Expense Module:**

- Travel related



- Travel Advance
- Travel Reimbursement

- **Non travel**

- Non travel Reimbursement
- Student Reimbursement

**(Processed through Payment Request Module:**

- **Other**

- Cash Awards and Prizes to non University employees
- Honorarium
- INS Fees/Visas
- Insurance (Insurance Office/Controller's Office/Finance and Administration)
- License and Inspection Fees (non software)
- Payroll Advances (Payroll Office)
- Payroll related disbursements (Originate in Payroll Office)
- Petty Cash (Replenishment of Custodial Accounts)
- Postage
- Research participants
- Scholarships to students

These requests should then be submitted to Accounts Payable for payment:

**Accounts Payable, Cedar Avenue Service Center (CASC), location code 4909.**

The University's policy is to reimburse its employees for all reasonable expenses incurred while transacting the affairs of the University. However, there are specific types of expenses which are considered to be personal in nature, and are therefore, not reimbursable. These include:

- Cleaning, pressing and laundry
- Personal entertainment including movies in a hotel room
- Airline and other trip insurance
- Barber, manicurist or shoe shine
- Personal telephone calls, except to report changes in schedule; calls should be kept to once per day
- Repairs on automobiles damaged while on University business
- Traffic violations and court costs
- Membership fees in airline clubs
- Memberships to Wholesale Stores (Sam's Club, BJ's, Costco)
- Birthday cakes

#### **4. Petty Cash**

Petty cash reimbursements are used for custodial accounts that are set up in the Controller's office of the University. Receipts and a completed Petty Cash Form must be submitted along with the request. Petty Cash requests must be submitted to the Controller's office for approval before sending to AP for reimbursement.



## 5. Non Travel Reimbursements

Non travel reimbursements can be used for miscellaneous expenses incurred by the employee such as:

-Food under \$500.00 (All food purchases over \$500.00 must be put on a requisition and the transaction will be completed via purchase order. A DCard (Department Card) may also be used for departmental food purchases under \$500.00.

-Local business meals can be reimbursed on a non travel reimbursement request. In accordance with University policy, the request should include detailed, original receipts as well as (local considered within 50 miles of the University).

- Date of the event
- A detailed list of items ordered (including alcohol) and gratuity paid
- List of names, titles and affiliation of the attendees (for groups of more than 10 people, a general description of the group is sufficient.
- The educational, research, or business purpose of the meal.

Any alcohol purchased as part of the business meal should be charged to account code 599020.

## 6. Student Reimbursements

Student reimbursements for student expenses related to CWRU programs will be reimbursed via a travel and expense reimbursement request created in PeopleSoft, and a payment will be issued to the student.

## 7. Travel Reimbursements

Travel reimbursements include airfare, hotel, transportation such as cabs, rental cars or shuttles, mileage, and food while traveling. All faculty, staff and student travel and expense reimbursements should be processed through the PeopleSoft Travel and Expense module. For more information on the Travel and Expense PeopleSoft module, please contact [travel@case.edu](mailto:travel@case.edu).

## 8. Study Participants (non employee or non student)

Study participants will be paid with a payment request. A signed Supplier Information Form must accompany this request.

## 9. Gift Cards

Gift cards cannot be purchased on a Payment Request or a PCard, but may be purchased through a requisition within PeopleSoft, made out directly to the vendor (i.e. Giant Eagle, Best Buy, etc.) Purchasing will work with AP to facilitate the payment for the end user. Control and safekeeping of the gift cards remain with the departments and logs of their issuance (i.e. study participants) are strongly encouraged as a best practice, to meet any future auditing or grant related inquiries. Gift cards are considered taxable income by the IRS and any issuance of a gift card to employees, as a gift, or for “services rendered” is not typically a recognized use of



University funds. Please see the policy on “Employee Recognition” for further information. (<https://www.case.edu/bizpolicies/employee/employee.pdf>.)

#### **10. Procurement Card**

The Procurement Card (PCard) is intended as a convenience tool for small dollar (single transactions of typically \$1500 or less each) purchases of materials/goods. The PCard shall not be used for the procurement of services, or the purchase of capital equipment as it is important to execute terms and conditions as agreed upon between the University and the vendor. **No Food or travel related expenses should be purchased with a PCard unless the holder is authorized for a travel exception.**

See Procurement Card Policy: (<http://www.case.edu/bizpolicies/pcard/pcard033010.pdf>)

#### **11. Department Card**

The Departmental Card (DCard) is intended as a convenience tool for small dollar (single transactions of \$500 or less each) purchases of food or supplies in the support of departmental on campus events. Examples of approved purchases on the DCard would be food (under \$500), beverages, paper plates, etc.

#### **12. Travel and Expense Card (T&E Card)**

The Travel and Expense Card (T&E Card) is an individual liability purchasing card which can be issued to a University employee with approval from their Finance Director. It is an individual liability credit card; and as such, liability rests *with the employee* for timely payment in full each month to the bank for all transactions. A timely reimbursement request will help to ensure that your payments can also be made in a timely manner. See T&E Card Policy:

<http://www.case.edu/bizpolicies/tande/tande010410.pdf>)