Title: Payment and Reimbursement Policy

Approved by: Office of Procurement and Distribution Services
Date approved by President or Board of Trustees:
Effective date: July 1, 2021
Responsible Official: Director of Procurement and Distribution Services
Responsible University Office: Procurement and Distribution Services
Compliance Revision History:

- April 1, 2025 Revisions
    - General clarification of existing business practices and updating of outdated links.
    - Removal of Vincent Pay Section (sunset in 2022)
    - Additional of Sections: IX. Venmo, PayPal, and other Cash Payment Applications and X. PNC ePayments

Related legislation and University policies: Travel Policy, Procurement Policy, Procurement Card Policy, Employee Recognition Policy, Catering Policy, Meal and Entertainment Policy, Policy on Domestic Bank Accounts and Financial Services, Student Group CDEP Card Policy

- Related Forms, Guidelines, & Procedures**:** Petty Cash Procedures, Petty Cash Reimbursement Form, Honorarium Recipient Form & Guidelines, Research Study Participant Payments Guide, Gift Cards to Employees Form, Gift Card Order Justification Form, Travel and Expense Card Application and Cardholder Agreement, How to Buy Guide

Review Period: 5 Years
Date of Last Review: April 1, 2025
Relates to: Faculty, Staff, Students

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I.   Purpose

This document sets forth as policy the approved payment options for University departments to utilize when paying staff, faculty, students, reimbursements, and suppliers for goods and services. This policy provides procedures to be used in conjunction with each payment method or reimbursement. As always, check with your individual School/Department/Management Center whether additional restrictions apply.

Method: The following payment methods may be used on behalf of the University*:

- Requisition/ Purchase Order
- PeopleSoft Financials Payment Request Center
- PeopleSoft Financials Travel and Expense Module
- Authorized Credit Cards

*This list is not all inclusive.

II.   Standard Requisition /Purchase Order (PeopleSoft Financials)

All purchases require the issuance of a Purchase Order (PO) to the supplier before the commencement of work or ordering of goods excluding emergency situations or in rare exempted categories of spend. Contact Procurement & Distribution Services for current exempted categories. This process serves to apply the University's standard contractual terms included in the PO to the supplier, supports encumbrance of funds, electronic workflow, approvals, and provides the ability to match the PO to the supplier's invoice. In all situations, before a good or service is purchased, the end user must enter a requisition into PeopleSoft, keeping in mind the bid requirements, if applicable, must be met for the Purchase Order to be created (See Procurement Policy). Once the necessary backup is provided, along with the approved PeopleSoft requisition and contract (if applicable), it is received and authorized by the Purchasing Buyer. A PO will be issued to the supplier from the Procurement Department or requesting department if a supplier contact is not provided during the requisition process. End users may check the status of their requisition to determine when a PO is created in PeopleSoft.

After the service is rendered or the goods are received, a supplier must submit a detailed invoice to AP for processing using the following email address: invoices-pds@case.edu. All invoices received by AP 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, AP will remit the payment to the supplier on the 45th day after the date of the invoice. Some categories of purchases, such as utility payments, insurance payments, real estate payments, payments related federally sponsored research grants as indicated by the requisition's speedtype, and supplier initiatives payments may be subject to special terms accelerated terms.

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

a) Payment Methods
The supplier record in PeopleSoft will records the standard payment method in which the supplier has enrolled in and been approved for. Our payment methods are as follows:

- Standard Payment Methods
  - Check
  - ACH
  - American Expresses Buyer Initiated Payment (BIP)
  - American Expresses Virtual Credit Card (VPAY)

- Other Payment Methods – include payments for downpayments and international suppliers in which the Standard Payment Methods would not be available.
  - Powercard, (rarely used due to high manual intervention to perform payment processing)
  - Domestic and International Wire Transfers (immediate pay, fees apply)

International suppliers likely will be set up for check payment method by default. Most international suppliers are unable to accept our ACH format, AMEX BIP, and AMEX VPay. When an invoice for an international supplier is received, the department needs to request an international wire transfer. For more information, refer Wire Transfer forms and procedures on the Controller's Office's website.

Suppliers accepting the AMEX BIP or AMEX VPay programs will be offered net 30 day payment terms instead of our net 45 day payment terms.

III. Payment Request Center

Payment Requests differ from POs in that they are submitted via the Payment Request Center in PeopleSoft and are used to reimburse external persons, pay persons non-service related, or pay a minimal subset of suppliers. Payments made through the Payment Request Center are processed upon receipt of the request and are generally completed within three to five business days. Net 45 terms do not apply to Payment Request transactions. Prior to entering a non- employee payment request in the Payment Request Center, the supplier must be set up by the Customer Care Team.

Examples of Transactions Paid through the Payment Request Center
- Cash Awards and Prizes to non-employees
- Honoraria to nonemployees (Reference Honorarium Recipient Form & Guidelines)
- 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)
- Departmental Petty Cash Accounts (Replenishment of Custodial Accounts)
- Study Participants
- Study participants can be paid in a variety of ways. Please reference the Research Participant Payment Guidance, for more information.

IV. Travel & Expense Module

The PeopleSoft Travel and Expense Module is a component of PeopleSoft Financial Management software. For all employees, reimbursement requests will be directly deposited into your PeopleSoft HCM selected account via an ACH payment, usually within three days of final approval. You will be notified by email when these deposits occur. Please check with your bank to see when the funds are available, usually within two business days.

Typical types of transactions processed in the Travel & Expense Module:

- **Travel related reimbursements for employees and students:**

  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. Please refer to your School/Department/Management Center's requirements regarding pre-approval and/or other policies and procedures that may exist. Please reference the [Travel Policy](#) for more information.

- **Travel for Non-Employees**

- **Travel Advance**

- **Non-Travel Reimbursements**
    - Non-travel reimbursements can be used for miscellaneous expenses incurred by the employee, such as:
    - Small dollar supplies not available through SmartCART
    - 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 (local considered within 50 miles of the University) meals can be reimbursed on a non-travel reimbursement request. Per University policy, the request should include detailed, original receipts).
    - Cash, gift cards, and other cash equivalents (peer to peer payments, cash apps, etc.) cannot be reimbursed.
    - Sales tax will not be reimbursed on reimbursements that exceed $75.
        - Reference: [Meal and Entertainment Policy](#) under non-travel.

- **Student Reimbursements/Prizes and Awards**
  Student reimbursements for approved student expenses related to CWRU programs will be reimbursed via a travel and expense reimbursement request created in PeopleSoft. An additional approval process may exist for certain funding sources. A payment will be issued to the student either by check to their permanent address in SIS or to the Cashier's office for pickup (or via direct deposit to the account on file in HCM for student employees).

- **Non-Permitted Expenses**
  The University's policy is to reimburse its employees for all reasonable expenses incurred while transacting the university activities. However, specific types of costs are considered personal and are, therefore, not reimbursable. These include:
    - Cleaning, pressing, and laundry
        - However, reasonable laundry and/or dry-cleaning expenses are reimbursable if the length of business travel is more than five consecutive nights.
    - On Campus Parking
    - Personal entertainment, including movies in a hotel room
    - Airline and other trip insurance
    - Barber, manicurist, or shoeshine
    - 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 (Examples: Sam's Club, BJs, Costco, Wal-Mart) or Delivery Services (Ex. DoorDash, WalMart, Amazon Prime). Note – the university has a centralized Amazon Business Prime Account available to pcardholders.

- o Purchases made for the purpose of recognizing an individual, when not directly related to official CWRU business, are not permitted.
- o Cash, gift cards, and other cash equivalents (peer to peer payments, cash apps, etc.) cannot be reimbursed
- o Sales tax will not be reimbursed on reimbursements that exceed $75Trusted Traveler Program Fees (examples: TSA Pre-Check, Global Entry, Clear, etc)
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V. Petty Cash

Petty Cash Funds are provided for the convenience of the school or department that has demonstrated a need. Petty Cash Funds are typically set up for payment to individuals who are participants in clinical studies or are providing a specimen or reimbursing participants for expenses directly related to the study. 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 Replenishment 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. Please reference the Petty Cash Procedures for more information.

VI. Gift Cards

Gift cards *must* be purchased using a Purchase Order. They cannot be purchased on a Payment Request, PCard, nor a reimbursement request. Most gift card purchases should be made through SmartCART within PeopleSoft using the supplier BlackHawk Network (BHN). Contact customercare-team@case.edu for special requests for gift cards not available through BHN. Purchasing will work with Accounts Payable to facilitate the payment for the end user. Control and safekeeping of the gift cards remain with the departments, and the custodian is required to maintain logs of their issuance (i.e. study participants) 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 for "services rendered" is not allowable. Please see the following policies and guidelines: Procurement Policy, Employee Recognition Policy, Research Participant Payment Guidance, Gift Cards to Employees Form, and Gift Card Order Justification Form.

VII. University Procurement Cards

a. Procurement Card

The Procurement Card (PCard) is intended as a convenience tool for small dollar (single transactions of typically $1,500 or less) purchases of materials/goods. In general, the PCard should not be used for the procurement of services over $1000 or services that require a contract. The Pcard should not be used to purchase of capital equipment, as it is important to execute terms and conditions as agreed upon between the University and the supplier and properly track capital equipment through the Controller's Office. No food or travel related expenses should be purchased with a PCard. For additional information, please refer to the Procurement Policy, Procurement Card Policy, and How to Buy Guide.

b. Departmental Card

The Departmental Card (DCard) is intended as a convenience tool for small dollar (single transactions of $500 or less) purchases of food and related supplies in the support of departmental *on campus* events. Examples of appropriate purchases on the DCard include food (under $500), beverages (non-alcoholic beverages only), paper plates, plasticware, etc. The DCard is *not* a dining out card. Per the catering policy, food purchases above $500 must utilize the PO process. For additional information, please refer to the Procurement Policy, Procurement Card Policy, How to Buy Guide, and Catering Policy.

c. Travel and Expense Card (T&E Card)

The Travel and Expense Card (T&E Card) is a hybrid liability purchasing card which can be issued to a University employee with approval from their Finance Director. As such, responsibility rests *with the employee* for timely payment in full each month to the bank for all transactions. Expenses should be submitted for reimbursement on an expense report on a timely basis to avoid the accrual of late fees. T&E cardholders must follow the CWRU Travel Policy for reimbursement and responsibilities outlined in the Travel and Expense Card Application and Cardholder Agreement.

d. Corporate Defined Expense Program (CDEP)

American Express Corporate Defined Expense Program (CDEP) - Debit Cards are available for use by student groups. Available up to an initial $10,000 limit. Minimum of $500.00. A request form must be completed and submitted by the person who will be using the card in CampusGroups. You may not submit this form on behalf of another person. These cards are to be used by the named holder only. This card was specifically requested for the use of our students to make funds available for purchasing supplies for programs and events. Adding funds to a card will be done on a case by case basis. Your program treasurer will make that decision and request the upfund. The card may not be used to purchase alcohol and gift cards. Violation of this could result in a suspension of this privilege. Refer to the Student Group CDEP Card Policy.

VIII.   Venmo, PayPal, and other Cash Payment Applications

Payments via Venmo, PayPal, or other Cash Payment Applications are not permitted for university business. The only exemption may apply to paying study participants. Please refer to the Research Study Participant Payments Guide for more information and how to obtain approval to use these payment methods.

IX.   PNC ePayments

PNC's ePayments ("ePayments") is a secure, fast, cost-effective electronic payment initiation solution which allows the study participant to choose how they want to be paid (Zelle, Direct Deposit or check). The study participant will receive payment within minutes or up to 5 business days, depending on the payment method the payee selects. The module is available for use 7 days a week and some electronic payment types can be sent on non-business days. The ePayments module provides greater security than gift cards and petty cash since it uses muti-factor authentication and requires two users to initiate payment. For more information about paying study participants via ePayments and access to ePayments, refer to the Research Study Participant Payments Guide for more information. Use of ePayments for purposes other than study participant payments requires approval by the Treasurer's Office.