Employee Reimbursements in GMS

All MSB frequent travelers (non-faculty accounts) should use a PROCARD as much as possible to avoid having to be reimbursed for out-of-pocket expenses.

In order to streamline the process for getting reimbursed through GMS, described below are policies/procedures for submitting/reviewing reimbursable business expenses.

Most importantly, the requirement that reimbursements be documented and substantiated business expenses holds for anyone seeking reimbursement from University or sponsored funds.

I. General Requirements

A. To qualify for reimbursement, all expenses must be submitted within **60 days** of the transaction date.

B. All travel and purchases must be:

1. Business expenses

- Necessary and appropriate for the conduct of University business

- Primarily benefit the University - not the traveler

2. Documented

- Thorough business purpose description and itemized receipts are required.

C. Detailed Business purpose (Attachment 1) is required by the IRS. **The GMS Expense Report should include all 5 components below in the Memo Field:**

WHO	Incurred expense (and/or who visited)
WHAT	Type of event, activity or purchase
WHEN	Event/activity/purchase took place
WHERE	Location of event or activity (travel only)
WHY	The expense was incurred

The details should be sufficiently adequate for an auditor to clearly understand what the expenses were about and why they were charged to a specific fund.

II. GMS Submission

A. **There are 2 methods for submitting and documenting an employee's expenses:**
   1. **Method 1** - The employee is the expense preparer and scans his/her receipts into the <mark>GMS online expense report</mark> via his/her mobile devise or their computer, and input required information in GMS (business purpose, 5ws, receipts, worktags, etc.)
   2. **Method 2** - **The employee delegates another employee as his/her "expense preparer" to submit his/her expenses.**

If the employee chooses **Method 1,** it is his/her responsibility to complete the required fields in GMS. As **the expense preparer**, the employee is responsible for insuring the **correct GMS Work Tags are submitted** and the **data fields are accurate and complete.**

If the employee chooses **Method 2**, the employee is responsible for providing all the required receipts and information related to his/her expenses so that the <mark>GMS online expense report is accurately submitted.</mark>

In either scenario the **financial reviewer** ensures that the expense report is complete and accurate for submission for further approval by the MSB and MCFO staff. If there is any issue, the financial reviewer will send the report back to the expense preparer for corrections.

B. **When the employee or his/her expense preparer submits an expense report, the following procedures must be adhered to; failure to do so will submit in reimbursement being delayed or denied. The information required is for audit compliance as well as provides MSB with important information for planning and analysis.**

   1. Receipts are required for expenses greater than $24.99. Receipts should be numbered and submitted according to spend code (airfare, taxis, meals, etc.) and date order to facilitate review.
      a. If there are more than 4 receipts to submit, consolidate expenses by type.
      b. If consolidating receipts, use the attached MSB Calculator spreadsheet (*Attachment 2*) to itemize and calculate expenses.
      c. The **expense date** should reflect the last business day on the MSB business travel.
   2. If you are submitting receipts paid in a **foreign currency,** first print out the online OANDA conversion page for the average rate for the period traveling *(Attachment 3).* Do not use a different rate for each day - just the average rate for when your travel started and ended.

3. A separate expense report must be submitted for each business trip.
   a. **If foreign currency is involved**, the Excel spreadsheet must be used regardless of the number of receipts. (Hopefully in the future, the conversion option in GMS will function).
   b. **The memo field should explain the purpose of the trip answering when, what, where, who, and why.** This is an audit requirement. If there are non-employee meals, this must be itemized separately, including the names of attendees and affiliations.
4. **For non-travel related expenses,** please list each expense separately and include date of the transaction, amount, and business purpose of the expense in the MEMO field. **The Business Purpose should answer when, what, where, who, and why.**
5. **Receipt Submission and Scanning Procedures:**
   a. **First order your receipts by spend category then by date of expense. Number them, and then tape to one side of the paper. Be sure to tape in order of spend category and then by date of the expense. Once completed, scan the document to be used as an attachment to the expense report.**
   b. **For Foreign Travel put the OANDA conversion sheet as the first page of your scan.**
   c. **Attach the MSB calculator spreadsheet as a separate attachment to the expense report.**

III. Miscellaneous Instructions/Guidelines

1. **For Procard Holders who have a few travel cash expenses for incidentals such as cabs, meals, list each receipt in the GMS online Expense Report and follow one of the sample comments.**
   a. Prof: Gibbs: Non-Procard/Cash Incidentals - Travel to Mumbai for EMBA Global Residency - March 12 - Mar 31, 2014.
   b. Almeida: Non- Procard/Cash Incidentals - Almeida Business Development Bogota April 1-10, 2014
   c. Grana: Non- Procard/Cash Incidentals to interview student Fafara for MBA FT admission
   d. Prof Smith: Non-Procard/Cash Incidentals for travel to Barcelona for MBA FT Global Mar 12-31, 2014.
2. **If submitting expenses for yourself, please ensure correct worktags are entered; otherwise, the system will input the wrong set of worktags. Please contact your Cost Center Manager to obtain the correct worktags.**

The auditor should be able to readily determine that the expense is business related and not personal.

Attachment 1

Business Purpose – The 5 W's

Who

- Name of individual who incurred the expense
- Names of others if more than one individual involved
  - 2-5 people, List full names of each. For non-Georgetown individuals, title and affiliation are required.
  - 5+ people, List readily identifiable Groups

    (E.g. Prof. X's 10 graduate students)
    For Georgetown, title and affiliation are also required

Auditor should be able to readily determine expense is business related and not personal.

What

- Clear description of event, activity or purchase:
- "Chemical supplies for Barter Lab" vs. "supplies"
- Trip to Purple Haze Conference" vs. "trip to Conference"
- Similar expense types can be grouped on the Procard
- Ground transportation (tolls, parking, taxis)
- Multiple meals

When

- Beginning and ending dates of a trip
- Date(s) item(s) were purchased

Where (for travel only)

- Exact location of trip – if city is not easily recognizable, must include state and/or country
- For trips with multiple locations – must list all

Why

- Why the expense was incurred and how it relates to the worktags being charged.
- This is the most difficult of the 5 W's and particularly important when charging to sponsored funds.
- Using the Purple Haze Conference example, an acceptable why would be "to present a paper on blue/red combinations related to NSF project on color hues."
- An unacceptable why would be "to present a paper" or "to present a paper on chocolate chip cookie mix" – cookie mix has nothing to do with color hues!
- If you have a conference brochure that gives the subject matter of the paper, you can write "to present paper - see attached" rather than fill in this information on a UEF. Only the PI will be able to give you the information needed in terms of how the expense or trip related to his/her grant unless it's blatantly obvious