TechBuy Guidelines for Entering Requisitions for Employee Reimbursements

The following guidelines are intended to provide assistance for individuals entering requisitions for employee reimbursements in TechBuy. The Purchasing/Contracting Department has made every effort to ensure that the guidelines are in compliance with university operating policies. However, in the event of conflict between these guidelines and operating policies, the operating policies shall prevail. In particular, the OP governing reimbursement of business expenditures to employees is OP 72.13 http://www.depts.ttu.edu/opmanual/OP72.13.pdf.

Employees are expected to follow university policies and procedures for procurement, using TechBuy requisitions or p-cards for all purchases. Occasionally, however, an emergency situation may arise and a reimbursement will be allowed. However, use of personal funds should be a rare occurrence, and employees and students repeatedly using reimbursements to circumvent the university’s policies will be denied reimbursement.

1. Use the **One Time Payment Form**. (This form is used only for employee and student reimbursements.)
2. Select the vendor by searching for the employee’s name as it is listed in personnel records.
   - If the employee is not listed, click on **enter manually**

   ![Image](https://example.com/image1.png)

   Then enter the employee’s name as it appears in personnel records and enter the employee’s R number in the DUNS No. field. This way we are reimbursing the correct employee.

3. Enter the appropriate information in the **General Information** section:
   - Complete the packaging, quantity and unit price fields.
   - Enter a description of the product purchased in the **Product Description** section. In the **detailed specifications** field, enter an explanation of why an employee reimbursement is necessary (i.e., why the purchase was not made on a TechBuy requisition or using a p-card).
   - If there is more than one receipt, please list the vendors and the amount of each purchase in either the **Product Description** or **detailed specifications** fields. This helps us know how you arrived at your total if there are several receipts, especially when there have been items deleted. Example:

   ![Image](https://example.com/image2.png)

   - **NOTE**: Texas state sales tax is not reimbursable, and should not be included in the total.

5. Add any attachments that need to be included (i.e., completed and signed food and entertainment forms) and scan and attach the receipts. (Please be sure the scanned copies are legible.)
   - If receipts are not itemized (showing each item purchased) or if a receipt is missing, complete a Missing Receipt Form, which can be downloaded at [http://www.depts.ttu.edu/procurement/forms/](http://www.depts.ttu.edu/procurement/forms/)
• As mentioned above, Texas state sales tax is not reimbursable. Please draw a line through any sales tax shown on the receipt prior to scanning the receipt. Be sure to subtract that amount from the total.
• Receipts shall show proof of payment (i.e. show the last four digits of the credit card used) and indicate a $0.00 balance. If the receipt does not show proof of payment, request that the employee/student provide a copy of the credit card or bank statement validating the payment. Please request that all personal and private information is blackened out or redacted in order to protect privacy.

6. Tape any small receipts down to a sheet of copy paper and keep those receipts until you get an email that the PO was approved. Write the PO number at the top of the page, and if there’s more than one page of receipts or attachments, be sure to staple the pages together so they don’t get separated. Mail the receipts to Payment Services at MS#1094.

**Important Notes:**

• An individual cannot authorize his/her own reimbursement. As required in OP 72.13, the payee’s supervisor or an individual at a higher level than the payee must approve the reimbursement. (This approval may be obtained by signing the page on which the receipts are taped or by signing the food and entertainment form, if applicable.)
• Reimbursement requests that are submitted more than 60 days after the date the expense is incurred must be processed on the Employee One Time Payment System (EOPS) through Payroll rather than TechBuy because of Internal Revenue Code requirements, as explained in OP 72.13.
• Reimbursements greater than $5,000 will be denied as a procurement violation since bids were not obtained. Exceptions must be approved in writing by the Director of Procurement Services.

**Funding Notes:**

- Expenses submitted for reimbursement must be allowable on the FOPs listed on the requisition. Employee reimbursements are considered to be After-the-Fact transactions and are not allowed on the following funds (FOPs beginning with 11, 12, 13, 14, 21, 22, and 23).