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### 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 Strategic Acquisition and Contract Management Departments have made every effort to ensure that the guidelines are in compliance with university operating policies and relevant Texas statutes. However, in the event of a conflict between these guidelines, Texas statutes, and TTU Operating Policies and procedures, Texas Statutes shall prevail, followed by TTU operating policies. The OP governing reimbursement of business expenditures to employees is [OP 72.13](#)

#### Policy:

Employees are expected to follow university policies and procedures for procurement, using TechBuy to submit requisitions or p-cards for all acquisitions of goods and services. Occasionally, however, an emergency situation may arise, and a reimbursement will be allowed. However, the 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. In some cases, reimbursement will be denied as a violation of Texas statutes or TTU Operating Policies and Procedures. Reimbursements **greater than \$15,000 will be denied** as a procurement violation since bids were not obtained. Exceptions must be approved in writing by the Section Manager of Strategic Acquisitions. Certain funding types also do not permit employee reimbursements because of Texas Comptroller requirements. Reimbursements will not be permitted on appropriated funds and grant funds.

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](#).


#### Using the One Time Payment Form:

Users will need to log in to TechBuy and go to the TechBuy Forms dashboard to locate the **One-Time Payment Form** (Which is used **only** for employee and student reimbursement).

- Once the OTP form has been selected, begin searching for the employee/student name (as it is listed in personnel records) in the **“Enter Supplier”** field. If the employee/student is not found, select **“enter manually.”** Enter the employee/student name as it appears in personnel records and enters the employee/student R number in the **DUNS No.** Field. This way, we can ensure that we are reimbursing the correct employee/student.

Request to Create a Faculty or Staff Member Payment


**Faculty/Staff Member Info for Payment**



This form is to provide a way for users to make a payment to a faculty or staff member. These may include payments made to vendors using personal funds that could not be handled by a PCard or regular Purchase Order. These payments must comply with University and State purchasing rules. If it is an actual reimbursement, you will be required to submit an original receipt to Procurement Services, Texas Tech Plaza, Room 408, 4th floor. All original receipts must be taped to a sheet of paper and must have the requisition number.

**If this reimbursement is greater than or equal to \$10,000.00. The One-Time Reimbursement will be rejected.**

**Enter Supplier**

or  
Supplier Search **Enter Manually** 

**Supplier Name**

**DUNS No.**

**Supplier Phone**

(Country, Area, Phone, Ext)

Using the One Time Payment Form cont'd:

2. Enter the appropriate information in the General Information section:
  - a. Complete the **Packaging, Quantity, and Unit Price** fields.
  - b. Enter a description of the product/service purchased by the employee/student in the **Product Description** field.
  - c. 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).
  - d. 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 items were deleted.
  - e. Example:

General Information for Faculty or Staff Payments ?

<p>Contract</p> <p><b>Packaging (UOM)</b></p> <p><b>Quantity</b></p> <p><b>Unit Price</b></p> <p><b>Product Description (the first 250 characters will appear on the check stub).</b></p>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; padding: 2px;">EA - Each <span style="float: right;">▼</span></div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid #ccc; width: 150px; height: 20px; margin-bottom: 5px;"></div> </div> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">           Pizza, from Domino's @ \$57.68, United Spirit Market @ \$19.67 for cookies, cups, coke and ice from United Super Market.         </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> <span>136 characters remaining</span> <span>expand   clear</span> </div>
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3. 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.)
  - a. Texas state **sales tax is not reimbursable**. Please draw a line through any sales tax shown on the receipt before scanning the receipt. Be sure to **subtract that amount from the total reimbursement amount**.
  - b. 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 to protect privacy.
4. Tape all itemized receipts down to a sheet of copy paper and scan them so that you can attach the scanned receipts document to the requisition. Original receipts **should be retained by the department** submitting the One-Time Reimbursement.

**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.)
- ❖ Expenses submitted for reimbursement **must be allowable** on the FOPs listed on the requisition. Employee reimbursements are considered to be non-compliant after-the-fact transactions and **are not allowed on the following funds** (FOPs beginning with 11, 12, 13, 14, 21, 22, and 23).
- ❖ All one-time reimbursements will be reported to the Office of Audit Services.