

Expense Reimbursement Policy

Scope:

This policy applies to all individuals – regardless of title or position – participating in or conducting research or other scholarly activity using funds managed by the Marian University (MU) Research & Scholarship Administration (RSA), including intramural awards and extramural sponsored programs. This policy also includes subrecipients under MU awards.

Reason for Policy:

All persons must exercise responsible stewardship and comply with all applicable internal and external allowability guidelines. As such, all purchases from RSA-managed funds should be made in accordance with the standard operating procedure, which is available upon request by emailing research@marian.edu. Under extenuating circumstances (e.g., emergent situations, etc.) the RSA may reimburse users for reasonable expenses purchased on personal credit cards, cash, or other means in accordance with the policy and procedures outlined below.

Policy Statement:

Procedure:

Reimbursement of expenditures requires two steps: 1) authorization prior to expenditure and 2) submission of receipt within 45 days of expense.

1. Prior Authorization:

All expenditures for which reimbursement will be sought must be reviewed and approved by the respective budget manager prior to the expenditure. Requests should be emailed to research@marian.edu. The Director of Sponsored Programs & Research and the Assistant Provost for Research & Scholarship will review expenditures from sponsored programs and internal budgets, respectively. Approval/denial will depend upon rationale such as the approved sponsored program budget, allowability and allocability of the expense, and sponsor budgetary guidelines.

2. Submission of Receipt:

Users must submit a copy of the prior approval e-mail correspondence along with a copy of the expense receipt to the Director of OSPR within 45 days of incurring the expense. Expenses incurred without prior authorization or those submitted beyond the 45 day period will not be reimbursed. Subject to university policy, reimbursement requests submitted without a receipt may not be honored.

Revision History:

1. October 26, 2023

Assistant Provost for Research & Scholarship

Signed: Jonathan Lowery

Date: 10/26/2023

Provost:

Signed: Alan J. Silen

Date: 10 / 27 / 2023