Background

The University of Cincinnati recognizes that there are times in which an employee incurs expenses on their employer’s behalf or where they are required to expend sums solely by reason of action taken for the convenience of his/her employer. Out-of-pocket purchases should only be made when circumstances are such that the use of a regular purchase order or purchasing card is not practical. This procedure does not replace the established University purchasing process. Such expenses may be eligible for reimbursement. Such reimbursement is not considered compensation.

Policy

The University may allow reimbursement for out-of-pocket expenses required to be purchased outside of normal business hours. Below are a few examples:

- Supplies, tools, materials, or equipment on behalf of the university.
- Travel expenses while on university business including:
  - Transportation costs
  - Living expenses
  - Meal per diem
- Entertainment of University guests (see Entertainment Expenses Policy).

Use of personal funds for the original purchase of an item to be used by the university, and then seeking reimbursement from the university, does not qualify for sales tax exemption in Ohio or any other state. The university reserves the right not to reimburse an employee for any such sales tax where an exemption was available if the purchase had been made directly with university funds.
Non-reimbursable expenses include:
- Payments for expenses personal to the employee. These expenses are defined as expenses incurred by the employee for the employee’s benefit or convenience such as: (list is intended to be illustrative rather than exhaustive)
  - purchases that circumvent university p-card policies
  - parking fees associated with the employee’s regular work location
  - transportation costs to/from home/work
  - local housing payments
  - personal membership fees for clubs including but not limited to Amazon, Costco, Sam’s Club, and airline clubs
  - purchase of personal mobile devices
  - donations of any kind
  - furnishings
  - insurance (i.e. flight or trip insurance and automobile rental insurance)
  - professional or personal services
  - any purchase made via another university payment method

Process
In order to be reimbursed for Out-of-Pocket expenses, all reimbursements must be approved by the employee’s cost object approver and the employee must follow the established University process for reimbursement.

Organizational units may institute policies more, but not less, restrictive than this policy (2.1.28) if desired.

Related links:
- Entertainment Expenses Policy
- Sales Tax
- Travel Expenses Policy
- P-Card Policies

Phone Contacts:
- Accounts Payable 556-6746
- Government Cost Compliance 556-4816
- Purchasing 556-6742
- Treasurer’s Office 556-4510