**Background**

The University of Cincinnati recognizes that there are times when an employee personally pays for an expense on behalf of the university or where they are required to expend sums solely for the benefit or convenience of the university.

**Policy**

Out-of-pocket purchases on behalf of the university should only be made when the use of a standard university purchasing mechanism (i.e. purchase order) or a purchasing card is not practical.

Business related purchases are eligible for reimbursement and are not considered compensation. Personal related purchases are not eligible for reimbursement. Personal purchases are defined as expenses incurred by the employee for the employee’s benefit or convenience.

Below is a list of non-reimbursable expenses (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:

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<tr>
<th>Department</th>
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<td>Accounts Payable</td>
<td>556-6746</td>
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<tr>
<td>Purchasing</td>
<td>556-6742</td>
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<tr>
<td>Treasurer’s Office</td>
<td>556-4510</td>
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