William and Mary Athletics
Non-Travel Reimbursement Requests

Last Update: 8/27/15
Effective: 9/9/14

1. A reimbursement occurs when an individual uses personal funds to purchase a good or service and then requests to be paid back by the College. The reimbursement should only be used when no other option (direct bill or W&M credit card) will meet the department’s needs. W&M’s accounts payable office typically holds reimbursement requests for at least 30 days before processing.

2. Expenses submitted for reimbursement must be in compliance with department reimbursement policies. Each individual is responsible for following department policies and ensuring that there is sufficient budget availability to cover the expense. Reimbursement requests may not be processed if they exceed budget availability or are not in compliance with relevant policies.

3. W&M policy limits the circumstances where a reimbursement is allowed to the following:
   a. Conference fees
   b. Express services when out of town
   c. Business meals
   d. Moving and relocation expenses
   e. Printing, if less than $50
   f. Travel
   g. Continuing education course tuition
   h. College-owned vehicle and boat licenses, tags and decals.
   i. Emergencies only with written justification

4. Only the person who made the original purchase can be reimbursed. The receipts and supporting documentation must demonstrate that the item has been paid in full. For example, reimbursements cannot be processed based on a sales quote, bill or invoice showing a balance due.

5. If a reimbursement is for a camp expense, the person being reimbursed must initial on the reimbursement form that the expense is a legitimate camp expense and that he or she is solely responsible for any tax implications of the reimbursement. Do not request reimbursement for a personal expense through a camp account.

6. The reimbursement request form must be completed and submitted with receipts and other supporting documentation to the business office (either our mailbox, or directly to the Athletics Business Manager Pete Aiello, 757-221-3372) within five business days of the purchase date. Please make sure to complete all areas of the form and to sign and date where indicated. Signatures must be in ink. Incomplete forms will be returned, which will delay payment.
   a. Name: Full legal name of the person who is being reimbursed.
   b. Date: The date that the form is being completed.
   c. Banner ID: The W&M Banner ID number (starts with 930) of the person who is being reimbursed.
   d. Sport/Department/Camp: Either the six-digit index number, or the name of the budget being charged for the expense.
   e. Address and Phone Number: Only required for non-athletics employees.
   f. Description of the Expense: A detailed description of the purchases made. If requesting reimbursement for a local meal, this must include the number of people at the meal, the date, purpose of the meal (recruiting, interview, etc.), type of meal (breakfast, lunch or dinner) and the full name of each person if 10 or fewer were at the meal.
   g. Amount of Reimbursement Request: The total amount of the purchases. Campus policy prohibits reimbursing sales tax for expenses that would normally be tax-exempt in Virginia.
   h. Signature and Date: The reimbursement form must be signed and dated by the person being reimbursed.

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7. Itemized receipts must accompany all requests for reimbursement. Please tape receipts to 8.5 by 11-inch sheet(s) of paper so that the full receipt is visible. Individuals should provide written explanations for any receipts that may be difficult to read or interpret. Please do not highlight or tape over any important parts of the receipt. This can cause the information to disappear by the time accounts payable reviews the request.

8. Reimbursement requests will be processed by the business office and delivered to the accounts payable office within 5-6 business days for final processing and payment. Payment is often not issued for at least 30 days after the request is received in accounts payable. Please try to minimize your financial exposure by limiting reimbursements and using other means of payment as much as possible.

9. When the reimbursement has been processed by accounts payable, an e-mail notification will be sent to the person being reimbursed. The amount will be directly deposited to your bank account.