Dickinson

POLICY VIII-F-1: Travel and Related Expenses

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Policy/Procedure

This policy is intended as a guide to reimbursing individuals for business-related travel and expenditures. Dickinson College (the "College") will reimburse faculty and staff for expenses incurred in the performance of their job duties or other assigned responsibilities relating to appropriate College-related operations.

The responsibility to observe these guidelines rests with the employee, supervisor/Budget Officer and the senior officer who certifies conformance to these guidelines (or reasonable exceptions to guidelines) by approving the expenditure(s). Accordingly, reimbursement should be sought and authorized for only reasonable and customary expenses, which conform to College policy. The burden of determining whether a particular expense is reimbursable rests with each individual prior to incurring the expense.

Responsibility

This policy is necessary in order to ensure institutional compliance with federal tax law and what the IRS prescribes under their "accountable plan" rules. The IRS requires that accountable plans include all three of the following elements:

- Expenses must be business related;
- There must be adequate reporting by the employee to the employer of the amount, time, use, and business purpose of these expenses, within a reasonable period of time (not to exceed sixty days). Original receipts must be attached to the report; and
- Excess cash advances or reimbursements must be returned within fifteen days after completion of the trip.

Failure to comply with these requirements could result in an employee having to report as personal income, the costs incurred by the College for his or her business related travel and/or expenses.

Adherence to these policies and procedures will ensure consistent and fair treatment among departments throughout the College and the uniform reporting of financial results. In general, the quality of travel, accommodations, entertainment, and related expenses should be governed by what is reasonable and appropriate.

Approval Process

As required by senior management of the College, all travel and memberships must be approved in advance by a senior officer.

The authorization documentation requirements at the time of payment are as follows:

- Purchasing Cards – Monthly reconciliations require the review and approval by the cardholder's supervisor/Budget Officer on the *Purchasing Card Reconciliation Envelope*. When travel or membership charges are made on Purchasing Cards, the reconciliation envelope also requires the approval of the senior officer. It is the responsibility of the cardholder and supervisor/Budget Officer, to ensure the senior officer has approved all travel and memberships charged to the Purchasing Card.
- Reimbursements – Reimbursements for travel must be recorded on the *Dickinson College Expense Reimbursement Form*. Each expense report must be signed by the individual incurring the expenses (traveler), his/her Department Head and the senior officer of the division.
- Travel Advances – *Payment Vouchers* requesting a travel advance must be signed by the traveler's supervisor/Budget Officer. Travel advances are limited to $100 per trip for domestic travel (Cashier's Office) and $300 per trip for foreign travel (Accounts Payable), and should only be used when cash is required and use of the Purchasing Card is not feasible.

Authorization by oneself or for one's relative is not acceptable under any circumstances. If the payment is for a supervisor/Budget Officer, approval by the senior officer of the division is required. The President or another senior officer approves payments to senior officers.

In documenting travel expenses, the following applies:

- Traveler responsibilities are to:
    - Complete and sign the expense report (or Purchasing Card statement) with all necessary supporting documentation attached.
    - Determine that the amounts requested are reasonable and conform to expense guidelines.
    - Provide the 20-digit budget account number(s) to be charged
    - Forward the expense report (or Purchasing Card statement) to the appropriate supervisor/department head

- Supervisor/department head responsibilities are to:
    - Review expenses submitted for reasonableness within expense guidelines and business purposes of such expenses
    - Determine that all information requested on the expense report (or Purchasing Card statement) has been completed and the preparer has signed the report
    - Verify that the account number(s) to be charged is appropriate, and that sufficient budget funds are available
    - Sign (approve) the expense report (or Purchasing Card statement), obtain approval from the senior officer, and forward the expense report (or Purchasing Card statement) to Financial Operations.

Travel and Business Expense Guidelines

These guidelines apply to College faculty and staff who incur travel or business expenses to be paid by the College, regardless of the source of funds. The College will reimburse for reasonable travel, meals, lodging and out-of-pocket expenses incurred in the transaction of College business. Expenses incurred by spouses or others who accompany employees on College business are not reimbursed unless they have been specifically approved prior to the trip by a senior officer. Payments for non-business travel by spouses may also result in taxable income to the employee.

The College recognizes that due to the level of expertise and reputation of its faculty and staff, requests are made from outside entities for many faculty and staff ("invitees") to engage in activities, such as speaking engagements, which require the invitee to incur travel and related expenses. Any honoraria or other payments received by the invitee must be used to reimburse the College for travel and related expenses charged to the College. Employee travel expenses relating to non-College business activities are considered the personal responsibility of the employee and should not be charged to the College.

As a non-profit educational institution, the College is generally exempt from the payment of sales and use tax in several states, including Pennsylvania. Sales tax exemption certificates are available on the Financial Operations website (http://www.dickinson.edu/about/offices/financial-operations/content/finance/Sales-Tax-Exemption/) and should be presented to vendors when traveling in, or purchasing from a vendor located in, any one of the states noted on the website.

Guidelines are provided in general terms to allow reasonable discretion for travelers. Departments may implement more restrictive guidelines with which departmental personnel should adhere. Budget Officers and/or senior officers can make exceptions to these guidelines in the event of extenuating circumstances. However a written explanation should be included with the request for reimbursement. The guidelines that follow were written to ensure that business and travel expense reimbursements remain tax-free to the employee.

1. Air Travel

The travel agencies listed at the end of this document have been instructed to provide the lowest fare consistent with this guideline. On-line travel services may be used if rates are more economical.

a. Travelers must book the lowest priced, direct, coach class airfare available on a commercial carrier (see additional requirements below if supported by federal funding). Any deviations must be justified and approved in advance.
b. A trip may be extended to take advantage of cost savings. For example, if a conference is scheduled for Sunday through Wednesday, it may be more cost-effective to fly on Saturday and pay for the extra day's lodging and meals. Arrangements must be approved by the Budget Officer, and the traveler must document the cost-benefit of extended travel.
c. The cost of any deviation from the original itinerary for personal reasons is the traveler's responsibility and will not be reimbursed.
d. Flight insurance purchased by employees is not typically a reimbursable expense. Information about the College's standard travel accident insurance benefits for employees on College business can be obtained by contacting the Office of Campus Operations.

2. Other Forms of Travel

Local taxi fares and shuttles to and from the airports and railroad stations are reimbursable. At the destination, airport or hotel limousine, bus or taxi service is to be used in lieu of car rental whenever it is less costly to do so.

The College will reimburse individuals for other forms of travel for business purposes, including but not limited to train, bus, and subway.

3. Car Rental

The travel agencies listed at the end of this document have been instructed to provide the lowest fare consistent with this guideline. On-line travel services may be used if rates are more economical.

The use of a rented automobile is usually justified in the following situations:

- When public transportation is inadequate, and a College or personally owned automobile is not available for travel to the business meeting or conference.
- When an automobile is the only practical mode of travel to a destination, e.g., a meeting or conference location is remote to an air or rail terminal.

Two or more employees traveling on the same schedule from the point of origin to the same destination should share a rented automobile. Rental vehicles may be driven only by the authorized renter (person signing the rental agreement, traveler's spouse or a person who has appeared at the time of the rental and has signed the vehicle rental agreement). The College expects all travelers to read, understand and abide by the vehicle rental agreement terms.

The use of a rental car for personal purposes is not reimbursable under any circumstances. If a rental car is used for both business and personal purposes, only the portion of the car rental applicable to

business should be charged to the College. Fuel costs will be reimbursed based upon actual fuel purchased, not mileage.

Automobiles must be rented, in most cases, in the basic intermediate size class. The traveler should also ask if there is a corporate rate available. Rental cars are to be returned with a full tank of gas whenever possible.

4. Car Rental Collision Damage Waiver and Personal Accident Insurance

The College carries blanket liability insurance covering all employees during business travel. Therefore, when asked, the employee should deny coverage for collision damage and personal accident insurance (unless traveling outside of the U.S. and Canada). In the case of an accident, the employee must contact the Office of the Treasurer for instructions on how to process any claim which may arise. A police report and any other information must be obtained so that claim information can be completed.

5. Use of a Personal Car

The employee's supervisor is responsible for monitoring compliance with reimbursement policies regarding use of personal vehicles.

a. When possible, College fleet vehicles should be used in place of personal vehicles.
b. Use of a personal car for business travel will be reimbursed at a rate not in excess (at or below) of the rate established by the IRS, plus toll and parking charges. The IRS rate for standard auto expenses is subject to periodic revision by the IRS and can be found on the *Dickinson College Expense Reimbursement Form*. This rate is intended to offset expenses such as gasoline, oil, repairs, insurance, etc., for operating and maintaining a personal automobile used for business purposes. Operating and maintenance expenses, therefore, as well as personal expenses such as parking tickets, traffic violations, car repairs and collision damage, are not reimbursable. However, the College's blanket liability insurance does cover third party liability when a personal auto is used for College business.
c. Travel between the College and home (commuting) is not a business expense.
d. If an employee does not report to the College, but travels directly to another location, he/she will be reimbursed for the mileage in excess of what would normally be traveled between the home and College as follows:
    - Determine the total number of business-related miles traveled during the day, beginning and ending at your residence.
    - Subtract from that total your base mileage (normal commuting distance) when making a round trip between your residence and your assigned office.
    - The difference is your allowable reimbursed miles. Documentation for reimbursed mileage amounts must include the above calculation, destination and business purpose.

6. College Owned or Leased Automobiles

Leased or College-owned vehicles are tagged, issued and maintained by the College. When using a College vehicle for business travel, expenses will be reimbursed for the actual costs paid by the traveler (tolls, parking, etc.), not at the mileage rate. When using a College vehicle, the traveler should use the gas card provided with the vehicle (NOTE: Sheetz gas cards are not limited to Sheetz locations).

The use of the College's fleet vehicles is preferred when traveling on College business. Fleet vehicles can be scheduled through the Office of Public Safety. A valid U.S. driver's license is required and only the requesting and approved employee may operate the vehicle. A per mile amount, as determined by the Office of Public Safety, will be charged back to each department for use of the vehicle.

7. Meal and Business Expenses

The College will reimburse travelers for reasonable meal expenses (breakfast, lunch and dinner) incurred while traveling on or conducting College business. As with other expenditures, original receipts must be submitted with expense reports. Employees are expected to use discretion regarding food and beverage costs incurred.

Entertainment by College employees is discouraged, and must be used judiciously and only in those cases where there is a business purpose to be served. Alcoholic beverages should not be charged to the College, except as appropriate to meetings related to fund raising, relationship cultivation, business meetings with non-staff guests and other business purposes as approved by a senior officer.

a. Original receipts must be submitted as support for expenses. Photocopies of invoices, credit card statements, receipts or restaurant stubs are not acceptable unless the original document was lost and a signed memorandum is attached to the expense report giving full explanation of the circumstances.
b. Itemized receipts should be submitted in place of summarized receipts in order to provide adequate documentation for supervisor/Budget Officer's review.
c. When more than one College employee is present at a "business meal event", the most senior employee should pick up the tab. An individual may not approve business meals or entertainment expenses when he or she also attended the event.
d. The Internal Revenue Code requires specific details for business meal expenses. These details must be provided with the expense documentation:
    - Amount
    - Date
    - Name and location of establishment
    - Place and nature of entertainment
    - Purpose, including the nature of discussion
    - Names, titles and business relationships of all attending
e. Local luncheon expenses and one-day travel
    - Local lunch expenses are normally not reimbursable unless there is a business purpose for a lunch. Requests for reimbursement must include explanations of the

need for special consideration. A business purpose would generally include non-College personnel. Dining among College employees is generally a personal expense and not reimbursable.

- Lunch expenses are reimbursable during one-day travel and employees are expected to use discretion regarding food and beverage costs incurred. In limited cases, breakfast and dinner expenses will be reimbursed when employees are traveling during extended business hours.

f. Expenses of spouses or other family members: In general, expenses incurred by a spouse or other member of an employee's family (or other non-business associates), are not reimbursable. Exceptions may be made in business entertainment situations that require the spouse to be present. Such circumstances should always be approved in advance, and should be documented on the expense report.

g. Travelers supported by federal funding must understand that federal per diem rates for lodging, meals and incidentals provide the maximum that may be reimbursed per day. Rates vary based on location. Additionally, federal regulations prohibit the purchase of any alcoholic beverage if reimbursement is to be made from federal funds. See section on federally funded travel below for additional information.

8. Lodging

The travel agencies listed at the end of this document have been instructed to provide the lowest fare consistent with this guideline. On-line travel services may be used if rates are more economical.

a. The College will pay actual room costs, as supported by the detailed hotel bill, for each day that lodging away from home is required for business purposes. Hotel and motel accommodations must be in the mid-price range for the geographic location. Acceptable hotel accommodations would include those at large national chains oriented to business travelers. Hotel charges should generally be prepaid by the College. If paid by the employee, reimbursement will be made for the amounts shown on the detailed bill. Charges other than room and taxes (i.e., telephone, room service charges, movies, etc.) should be separated and not included in lodging expenses on the expense report. Itemized hotel bills must be documented on the expense report and the bill must be attached.

b. The College is exempt from sales tax (but not hotel occupancy tax, as in Pennsylvania) in several states. The appropriate exemption form should be completed by the traveler and presented to the front desk upon arrival. Upon departure, the itemized bill should be reviewed to verify that the sales tax was not charged. Please review the status of the College's exemption certificates on the Financial Operations website at http://www.dickinson.edu/about/offices/financial-operations/content/finance/Sales-Tax-Exemption/.

c. Room Rates: Hotel room rates can vary widely depending upon geographic locations. Employees must use discretion in selecting hotels and generally must request single occupancy or other economical room types. Suites or higher-priced rooms are not considered necessary accommodations.

d. Expenses of Spouses or Other Family Members: No reimbursements will be made for expenses incurred by a spouse or other family member (or other non-business associate) unless there is a legitimate business purpose. An employee traveling with a spouse or other

family member (or non-business associate) must request reimbursement for the single room rate when the hotel bill indicates double occupancy.

e. Travelers supported by federal funding must understand that federal per diem rates for lodging, meals and incidentals provide the maximum that may be reimbursed per day. Rates vary according to location. See section on federally funded travel below for additional information.

9. Conferences and Professional Meetings

The conference agenda (meeting schedule) should be included with the expense report to support the business purpose of the trip. It is understood that travelers may stay at the conference hotel when attending a conference, even though it may not be the most economical option available. If meals are included in the conference fee, but the traveler chooses to eat elsewhere, the expenses are not reimbursable.

10. Miscellaneous Expenses

The following are examples of other expenses that may be incurred in the normal course of business travel:

a. Telephone and internet: Telephone and internet charges incurred while traveling will be reimbursed when such costs relate directly to College business. Documentation of business purpose is required. The College will reimburse employees for one "unspecified" call home each day. The necessity for frequent calls must be documented. Telephone and internet charges on hotel bills submitted for reimbursement must be documented on the expense report.
b. Laundry (dry cleaning, etc.) and valet services, unless travel is over 7 consecutive days, are not reimbursable.
c. Tips: Tips are reimbursable for normal services associated with business travel such as food, services, porters, etc. Tips included on meal receipts will be reimbursed. Tips must be reasonable (not to exceed 20%), and any unusual amounts must be explained.
d. Subscription & membership in professional and other organizations: These expenses must relate to College business, be approved in advance, and paid by the College.
e. Employee recruitment: Travel for prospective employees and their families must be authorized by the hiring department in order to be reimbursed. Reimbursements for authorized travel expenses such as airfare, hotel and meals incurred during the recruitment process are not taxable to the prospective employee. Prospective employees are not covered by College insurance. Once an offer of employment has been accepted, travel expenses incurred by the prospective employee and family and paid by the College are considered taxable, aside from an allowance for moving expenses in accordance with the Internal Revenue Code.
f. International travel: Reimbursable international expenses include expenditures incurred for travel, personal meals, business meals and entertainment, lodging, passport fees, airport taxes, exchange rate fees, and other items necessary for the conduct of College business. Expense reports must be submitted in US dollars with an explanation and translation of the

foreign receipts and their conversions. Travelers must use the currency rates that were in effect when travel took place.

11. Expenses Not Reimbursable by the College

The following is presented only as a guide and is not intended to be a complete list of expenses which are not reimbursable by the College.

- Airline, car rental and travel insurance in addition to the amount provided through the College.
- Portion of air travel, train travel, auto rental, mileage, hotel costs, or meals for personal use.
- Upgrades for air travel, hotel or car rental.
- Traffic fines, court costs, parking violations, and personal auto repairs.
- Transportation from home to office to home.
- Unused room reservations not properly cancelled.
- Alcoholic beverages, except as appropriate to meetings related to fund raising, relationship cultivation, business meetings with non-staff guests and other business purposes as approved by a senior officer.
- Annual premiums for personal property insurance, or annual fees for personal credit cards including liability insurance for lost cards.
- Theft, loss or damage to non business-related personal property not covered by one of the College's insurance policies.
- Personal expenses such as movies, snacks, haircuts, reading materials, toiletries, etc.
- Membership dues, including airline club dues and country club dues, unless authorized by an appropriate authority.
- Baby sitter fees, kennel costs, pet or house-sitting fees.
- Doctor bills, prescriptions and other medical services.
- Monthly Internet line charges from an employee's personal residence will not be reimbursed unless appropriate business purpose is documented and approved by a senior officer.
- Spouse or other companion travel expenses, when the spouse or other companion's presence is not required by the College.
- Cellular or airphone usage (except when documented with appropriate business purpose).
- Personal credit card delinquency fees or finance charges.
- Saunas, massages or exercise facilities.
- Sales taxes paid when exemptions are available. Exemptions are typically available on retail purchases and in the consumption, rental or use of tangible personal property when traveling on behalf of the College in certain states. Further information on exemptions can be found on the Financial Operations web site at http://www.dickinson.edu/about/offices/financial-operations/content/finance/Sales-Tax-Exemption/.

Travel Advances

In many states, vendors will only honor the tax-exempt status of the College when College funds are used to pay for travel expenses (e.g. direct invoice, use of Purchasing Card). Travel advances should only be used when cash is required and the use of a College Purchasing Card is not feasible. Loaner Purchasing Cards are available in Financial Operations for infrequent use. A travel advance will not be issued for lodging, conference fees, or other substantial costs that can be prepaid, prearranged or invoiced.

Travel advances given to directors of short-term (up to six weeks) study-abroad and domestic programs constitute an exception to the travel advance policy. Accounting for these advances, including any foreign currency wired in advance to the program site, is part of the program director's final budget report submitted to the Office of Global Education and reviewed by Financial Operations at the conclusion of the program. For further information regarding travel as part of a short-term study abroad program, consult the Office of Global Education. Additional information is also included in the Office of Global Education's *Policies and Procedures Manual for Overseas Directors*.

Completing the Request for Travel Advance

Authorization of a travel advance should be documented on the *Payment Voucher* in accordance with the approval process noted under "Expense Reimbursement Form" below. The request should be submitted at least seven (7), but no more than twenty-one (21), days prior to the departure date.

Travelers may request an advance up to $100 in cash for domestic travel in the Cashier's Office or up to $300 for foreign travel in Accounts Payable via check. Last-minute requests and requests over the stated thresholds are subject to approval and availability of College funds.

Responsibility of Traveler after the Trip

After travel is complete, an approved *Dickinson College Expense Reimbursement Form* must be submitted to the Cashier's Office (or Accounts Payable if the advance was received via check), along with all receipts and unused funds.

A travel advance will be held as a receivable from the traveler until supporting documentation has been received. A travel advance must be settled promptly (generally within 15 working days after completion of the trip), and before other advances or reimbursements are requested.

Failure to account for a travel advance within 60 days may result in:

- The suspension of travel advance privileges.
- Taxable income added to the employee's W-2.

Expense Reimbursement Form

A properly completed and approved *Dickinson College Expense Reimbursement Form* is required for requesting reimbursements or reconciling advances related to College travel and business expenses.

The purpose of the expense report is to provide a means for faculty and staff to seek reimbursement from the College for travel and business expenses, and to give supervisors/Budget Officers and senior staff the opportunity to fully review these expenditures. In addition, the format of the expense report is intended to provide evidence of compliance with Internal Revenue Service reporting requirements.

Support for Expenses

Original documents must be submitted as support for expenses. Photocopies of invoices, credit card statements or record of charge slips accompanying the monthly billing statement, receipts or restaurant stubs are not acceptable unless the original document was lost and a signed memorandum is attached to the expense report giving a full explanation of the circumstances.

A receipt is defined as a written acknowledgement that a specified remittance, article or delivery has been made. At a minimum, the name of the payee and guest(s), date and amount should appear on the receipt. Itemized receipts should be submitted in place of summarized receipts, in order to allow for adequate supervisor/budget officer review. If a receipt includes non-allowable items, such as a meal for an accompanying spouse, the traveler must indicate which items are allowable and note the reimbursable total on the receipt.

Any unusual items or special circumstances causing a policy deviation must be fully explained on an attached signed and approved memorandum.

The expense report must be signed by the traveler and submitted to the supervisor/budget officer with a copy of the properly approved travel advance *Payment Voucher*, if applicable.

Frequency of Submission

An approved expense report must be submitted with all appropriate documentation within 15 working days after the later of the completion of the trip or the date expenses were incurred. Expense reports submitted more than 60 days after expenses are incurred may not be processed.

Signatures

All expense reports require the original signature of the employee, Department Head and senior officer of the division. Expense reports of senior officers are approved by either the President or another senior officer.

Processing the Expense Report

Properly completed and approved expense reports should be forwarded to Financial Operations as follows:

- Reimbursement requests up to $100 and return of unused funds – Cashier's Office
- Reimbursement requests over $100 – Accounts Payable[1]

Purchasing Card

The College provides Purchasing Cards to employees who travel frequently and/or purchase goods on a regular basis. A Purchasing Card is issued based on the approval of a departmental Budget Officer or senior officer. Further detail on policies and procedures relating to Purchasing Cards can be found at http://www.dickinson.edu/about/offices/financial-operations/content/finance/Dickinson-Purchasing-Card/.

The College encourages the use of Purchasing Cards when possible, in place of travel advances. In addition to the decreased administrative burden associated with accounting for travel advances, employees using Purchasing Cards receive added protection and benefits, including travel assistance. Travel-related Purchasing Card charges will be accounted for with the College's monthly Purchasing Card statement rather than with the *Dickinson College Expense Reimbursement Form*.

Employees may not put non-allowable charges, either personal or those of an accompanying spouse or other person, on the College Purchasing Cards even with the intent of reimbursing the College.

Federally Funded Travel

In addition to following the College's guidelines and procedures, a traveler supported by federal funding must also adhere to federal guidelines. Among the most common restrictions are:

- The purchase of alcoholic beverages with federal funds is prohibited.
- Airline travel must be booked on United States carriers at the lowest discounted commercial rate. Further guidelines and explanations concerning the Fly America Act can be found at http://www.tvlon.com/resources/FlyAct.html.
- Travelers supported by federal funds still must follow College guidelines on the use of receipts and documentation as noted earlier in this brochure and will be reimbursed based on actual expenses. Please note that federal per diem rates for lodging, meals and incidentals provide the maximum that may be reimbursed per day. Rates differ by location. (Please refer to IRS Publication 1542 found on www.irs.gov). When actual expenses exceed the applicable per diem rate, travelers should find a non-federal source of funds to make up the difference in order to receive a full reimbursement.
- More detailed information on federally-funded travel in the Code of Federal Regulations (CFR) Title 41 can be found at http://osr.unc.edu/documents/federal_travel.pdf or http://www.access.gpo.gov/nara/cfr/waisidx_06/41cfrv4_06.html#301-1.

[1] Direct deposit is available for employees who complete the *Accounts Payable Direct Deposit Input Form* in advance of their reimbursement request

Employees whose travel is funded by a sponsored grant or contract must check in advance of the trip with the Sponsored Project Group to ensure that all College and/or granting agency procedures and restrictions are followed. Sponsors may impose procedures that are more restrictive than those of the College. This includes internal funding such as travel supported by R&D and the Dean's Faculty Conference Fund (formerly known as the 1% fund). For more information please refer to http://www.dickinson.edu/academics/resources/research-and-development-committee/.

College Travel Agencies

AAA Travel Agency
701C S. West St
Carlisle, PA 17013
Contact: Deb
717-243-1846
800-800-3785

The Office of Global Education uses the following agency for all international flight arrangements:

Advantage Travel
Nettleton Commons
313 E. Willow St.
Syracuse, NY 13203
315-471-2222
800-788-1980
Fax: 315-471-6264

Related Information

Departmental Chairs (Academic)
Global Education (Academic)
Team Travel Policy (Athletics)
Fleet Vehicles (Public Safety)
Petty Cash
Sponsored Projects and Grants Administration
Accounts Payable Payment Methods
Payments to Students
Procurement of Goods and Services
Invoice Processing
Procurement Authorizations
Personal Purchases
Purchasing Card
Tax-Exempt Purchases

History/Revision Information

Responsible Office/Division: Financial Operations

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Also Found In: