

Reimbursable Expense Policy for Student Organizations

Reimbursable expenses are defined as expenses incurred on behalf of the College to facilitate a recognized student organization or activity. The expenses must be for the greater benefit of the related recognized student organization and not for personal gain of any individual. Any reusable supplies, equipment or other assets purchased on behalf of the recognized student organization are considered property of the College and the recognized student organization. Any personal use or misappropriation will be addressed in accordance with College policies.

This Expense Policy provides guidelines governing the reimbursement of expenses incurred while conducting College business. This policy is drafted by the Office of Business and Finance, the Associate Dean of Students for Student Engagement, and the Office of Student Activities specifically for use related to recognized student organizations and is consistent with the standards expected of all Lewis & Clark College representatives, including, students, faculty, and staff. College representatives are expected to exercise prudent judgment regarding expenses covered by this policy. No representatives shall charge expenses in a manner that will result in personal gains or additional expenses to the College. This policy is not an all-inclusive document – any clarification or application of judgment in regards to the policy will be resolved by designated representatives of the Office of Business and Finance and the Dean of Students.

Submission Process

Expense Reimbursement Forms must be appropriately supported as described below and approved by the budget officers or other designated signers and the appropriate Dean or Vice President must sign the form. Student Activities staff are available to assist you with the Expense Reimbursement Form and the appropriate support documents. A request for reimbursement must be submitted to Accounts Payable (via the ASLC Treasurer) within sixty (60) days of the date the expense is incurred.

- Approved forms **over \$50.00** submitted to Accounts Payable (via the ASLC Treasurer) by noon on Friday will be paid by noon on the next Friday. Payments are made by check or electronically by direct deposit.
- Approved forms **under \$50.00** along with supporting documents must be submitted to the ASLC Treasurer for approval. Once approved, forms should be taken directly to Student and Departmental Accounts on the lower level of the Templeton Campus Center and will be reimbursed in cash.

Supporting Documentation

All reimbursable expenses greater than \$10.00 must be accompanied by an original, itemized receipt detailing what was purchased. If the receipt does not show that the amount was paid in full, proof of payment must also be attached (such as a credit card slip or statement). Please note that proof of payment alone is not sufficient.

In addition to a receipt, a complete description of why the expenditure was incurred on behalf of the College is required. A complete description is expected to include the following as relevant:

- Purchase type and full description
- Date and purpose of related event/meeting
- Number of attendees and names of attendees (attendees may be listed or evidenced by a sign-in sheet)

Use of Personal Vehicles

All drivers who are traveling in personal, College, or rented vehicles must have current Driver's Training and Clearances through the Facilities Services.

Use of personal vehicles is not recommended when transporting College students or employees, because it exposes the owner to serious financial loss in the event of an accident. If a personal vehicle is used for College business the driver's personal automobile insurance is primary in the event of an accident (i.e. claims filed are first the responsibility of the driver's policy). In event of an accident involving passengers who are students or employees, a copy of the accident report (or other notification) should be submitted to the Risk Manager and Director of Student Activities immediately upon return to the College.

Gas, auto insurance, or other personal vehicle related expenses are not reimbursable.

Mileage incurred in personal vehicles on College business may be reimbursed at the rate set by the Office of Business and Finance. The Office of Business and Finance rate (\$0.58 per mile) which is based upon the IRS published mileage rate. Mileage is to be based on the most direct route. The College does not reimburse for commuting between home and campus. If traveling in personal vehicles is required, College representatives are expected to carpool when traveling to offsite events to reduce incurred expenses.

Mileage reimbursement descriptions should include:

- Location of origination, destination, calculated mileage distance
- Date and purpose of related event/meeting

A Student Organization Driver Expense Reimbursement Worksheet is available online and from the Office of Student Activities via email at activities@lclark.edu.