

# Overview of University Reimbursement Policy

*Revised December 1, 2008*

	0-60 Days	61-90 Days	91-182 Days	183+ Days	Comments
<b>Employees</b>					
How Paid?	Reimbursement	Extra Compensation or Reimbursement with Approved Exception	Extra Compensation *Grossing up prohibited	No Form of Payment Allowed	Includes senior, junior, visiting faculty, exempt and non-exempt staff, internal post-docs/ research fellows (6150) and teaching assistants (6152)
Exception Approval Required?	No	Yes to Receive Payment as Reimbursement	No exceptions can be granted after 90 Days	N/A	Exception approvals can only be granted when extenuating circumstances have occurred (e.g. extended personal illness)
<b>Students</b>					
How Paid?	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Students on the University payroll are not to be treated as employees.
<b>Non-Employees</b>					
How Paid?	Reimbursement	Reimbursement	Reimbursement	Reimbursement	Non-employees, guest lecturers, invited guests and other visitors.
<b>Foreign Nationals</b>					
How Paid?	Reimbursement	Reimbursement	Reimbursement	Reimbursement	*Tax Services must review every travel and non-travel to ensure expenses are eligible for reimbursement.

Refer to full policy or FAS Summary for policy on prepayments and extended business trips