



ADMINISTRATIVE PROCEDURES

20.08 Employee Reimbursements

Issued: August 13, 2018

1. GOVERNING REGULATIONS

Travel is governed by System Regulation [21.01.03](#) Disbursement of Funds, the System [Guidelines for Disbursement of Funds](#), and the System [Tax Manual](#).

2. TRAVEL REIMBURSEMENTS

All travel reimbursements will be processed in accordance with Texas A&M Forest Service (TFS) Administrative Procedure [20.03](#) Travel.

3. NON-TRAVEL REIMBURSEMENTS

- 3.1 All non-travel reimbursements are subject to the requirements contained in the TFS Administrative Procedures for Purchasing.
- 3.2 Employees should utilize direct billing arrangements or Procurement Cards to the maximum extent possible to cover their non-travel business expenses.
- 3.3 Reimbursement for non-travel expenses may be processed on an L-doc or a manual purchase voucher. Receipts are required to support all expenses to be reimbursed. The reimbursement must be approved by someone other than the requesting employee, such as their supervisor, a member of their chain of command, or the budget head for the account the expense is to be charged to.
- 3.4 The accounts payable office reviews the payment document package for compliance with all applicable purchase regulations and processes for payment. The payment document preparer is contacted if it contains instances of noncompliance or other problems. Adjustments are made to the payment amount, as needed.

4. LIMITATIONS AND PENALTIES

- 4.1 If an employee does not submit a reimbursement voucher within 90 days of the purchase date, the reimbursement will be treated as taxable income to the employee. The reimbursement will be processed through the payroll system and appropriate taxes will be withheld.

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