

SLU / Arts & Sciences policies on procurement and expense reimbursement

All University and (potentially more restrictive) College policies pertain to all travel and non-travel expenses that are processed through the University, regardless of the original source of those funds. In addition, explicit approval from grant PI is required for each expense charged to grant funds.

Policies regarding expenses include, but are not limited to, the following:

Itemized receipts must be submitted for all meal expenses.

Grant P-Card may not be used for meals – use T&E card. Grant P-Cards may be used for catering expenses, including the purchase of ingredients or prepared “take-out” food from a grocery or restaurant.

Pre-approval from the Dean (obtained via online form) is required for all policy exceptions, including:

- Any meals or entertainment that include only SLU employees (defined as persons receiving pay from the University, such as post-doctoral fellows, graduate assistants, and visiting faculty)
- Not booking travel arrangements (except rental cars) through Concur
- Submitting expenses for reimbursement for travel for which travel pre-approval was not obtained
- Submitting expenses for reimbursement more than 60 days after they are incurred

Travel & entertainment expenses that consist solely of the purchase of alcohol (otherwise known as a bar tab) are not reimbursable. Alcohol purchased and consumed only as part of a meal is reimbursable.

Packaged alcohol may not be purchased with any P-Card (grant or departmental). It must be purchased with personal funds and reimbursed. Mandatory sales tax on the purchase of packaged alcohol is reimbursable by the University.

The purchase of printers is prohibited by the University unless specifically approved by the Xerox Blue Prints MPS team.

The purchase of computers and computer-related equipment that are not University standard models must be approved by Arts & Sciences ITS. All computers and computer-related equipment must be delivered to Arts & Sciences ITS for inventory control and imaging. ITS will deliver to end-user. Computers should not be shipped directly to end-users.