Settlement of Accounts

- All employee reimbursements must be submitted through the GEMS system.
- GEMS expenses — including travel expenses such as airfare, hotel deposits, and conference registrations — should be reconciled within 30 days of the transaction/purchase date.
- Fraudulent/disputed and offsetting credit transactions must be reconciled through GEMS. It is not necessary to wait until the credit is posted to reconcile the fraudulent charge. (See GEMS FAQ.)
- Reimbursement of out-of-pocket expenses are made on the bi-weekly pay schedule. (See GEMS FAQ.)

Avoid Submitting Multiple Expense Reports

- Combining multiple expenses on one report is the preferred method of reporting, with the exception of Travel (i.e., Travel reports should be limited to one trip per report).
  - Create an expense report and continue to add transactions to it throughout the month.
  - Expense reports automatically save after you create the report header.
  - Concerned about forgetting to submit the report if you wait an entire month? Create a recurring reminder in Outlook that prompts you to submit GEMS reports on the same day each month.
- The line-level business purpose field does not have to match the report header.
  - Each line-level business purpose can be modified to describe why the expense is necessary to the University.
- While combining expenses on one report is preferred, try to limit the number of transactions on a report to 20, as very large reports are difficult for approvers to review.

Supporting Documentation

- All scanned receipts should be:
  - Legible
  - Facing the same direction
- Receipts are required for all lodging, business meals, and any purchase of $75 or more.
- If an individual loses a receipt, he/she must provide a note acknowledging the receipt was lost.
  - Include a description of the item that was purchased, business purpose, date of occurrence, and amount of expense.
  - Confirm they will not be reimbursed from another source.