



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.

GEMS Best Practices

+ New Expense + Quick Expenses Add Card Charges Details ▾ Receipts ▾

Expenses Move ▾ Delete Copy View ▾ «

<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	12/01/2014	Postage/Mail/Ship (Dom-71xx, In US Postal Services, Chicago, Illino	\$25.00	\$25.00
<input type="checkbox"/>	12/02/2014	Computer Hardware (55xx) Computer Store, Chicago, Illinois	\$30.00	\$30.00
<input type="checkbox"/>	12/03/2014	Office Supplies (55xx) Office Supplier, Chicago, Illinois	\$40.00	\$40.00
<input type="checkbox"/>	12/04/2014	Parking Lots & Garages (Dom-71 Parking Garage, Chicago, Illinois	\$12.00	\$12.00
<input type="checkbox"/>	12/05/2014	Cell Phone/Data Plan (42xx) Cell Phone Company, Chicago, Illi	\$50.00	\$50.00
<input type="checkbox"/>	12/08/2014	Courier Services - Air or Ground FedEx, Chicago, Illinois	\$20.00	\$20.00
<input type="checkbox"/>	12/09/2014	Office Supplies (55xx) Office Suppliers, Chicago, Illinois	\$65.00	\$65.00
<input type="checkbox"/>	12/10/2014	Computer Software (58xx) Computer Store, Chicago, Illinois	\$15.00	\$15.00
<input type="checkbox"/>	12/11/2014	Taxi/Limousine/Shuttle (Dom-71: Yellow Taxi, Chicago, Illinois	\$45.00	\$45.00
<input type="checkbox"/>	12/12/2014	Books, Periodicals, Newspapers Buyer and Seller, Chicago, Illinois	\$30.00	\$30.00

- 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.