NOTE: this is not an authorized method of procurement services. Employees should not pay for services out-of-pocket.

Depending if employee or not, FO will cancel the doc or make the obj code change if appropriate.

Out-of-Pocket Reimbursement

If the payment includes services to a 3rd party, an IRS Form W9 or W8 must be collected and a supplier set-up.

Meets the 3 Criteria for Non-taxability under the Accountable Plan:
- Business Connection
- Substantiation (within 120 days)

Are there extenuating circumstances?

- NO
- YES

Is the reimbursement over 365 days?

- NO
- YES

Are there extenuating circumstances?

- NO
- YES

Is the reimbursement for an IU employee?

- NO
- YES

Pay through ChromeRiver using the IU ID# if an employee or the Vendor Number if not employee. This is a nontaxable reimbursement.

Leave a note on the ChromeRiver Expense Report detailing the reason for an exception to the Accountable Plan rules.

Exception Approved

Routes back to FO for review. Chrome River to review exception request.

Exception Denied

Taxable reimbursement. Pay through payroll a supplemental using code TVR.

Taxable reimbursement. Pay through Check Request using object code 4520.

Exceeds the allowable days to be reimbursed by IU. Per Policy. This will not be reimbursed.