

Examples of ACCEPTABLE vs. UNACCEPTABLE Business Purposes For Reimbursement of Expenses

Whenever requesting reimbursement, submitting an invoices or disbursement voucher, or justifying and expense placed on a pro-card, the business purpose should clearly state on what we are spending these funds.

General:

“Purchased supplies to support my MSUE GMI work.”

“Purchased curriculum in support of my Lacina Grant.”

“Purchased postage for 4-H newsletter mailing.”

“Purchased postage for general office mailings.”

Conference :

Name of conference, date of conference, location of conference and who the conference fee is paying for.

Food and Beverage:

“Food and beverage purchased for _____ event held on date.”

Be sure that a participant list/sign-in sheet AND the agenda or event flyer is attached to the document.

“Food and beverage purchased for an educational lesson.”

This does not require agenda or participant list.

Unacceptable business purposes:

Nothing listed...

Conference

Postage

Supplies

Phone

Computer

Object code will tell us generally what was purchased; however, that is not a valid business purpose.

Membership Dues Examples:

“This membership fee will save MSU money because it will allow me to attend the Annual Conference of Extension for \$200. Without this \$100 membership fee, the conference rate would be \$600.”

“This membership will provide certification for a program that I need in order to successfully complete my MSUE Institute work.”