TRAVEL

AIRFARE – Tickets for employees must be purchased through the Emory Travel Authority (exception for team travel). Guests may book their own travel and receive reimbursement.

PERSONAL VEHICLE USE – Mileage reports must be submitted for personal vehicle use. Include a Google or MapQuest or similar map showing actual trip mileage. The purchase of gas alone will not be reimbursed unless purchased for a rental vehicle.

HOTEL BILL ITEMIZATION – Hotel bills that include charges other than the room rate and associated taxes and fees need to be itemized. Parking and meals, for example, should have a separate expense line. Itemize the bill while it is still in your wallet.

MEALS / CELEBRATIONS

MEALS NOT RELATED TO TRAVEL - When meals are purchased for a program, event, or celebration, clearly describe and name the event and its business purpose. Explanations such as “business meeting” or “lunch meeting” are NOT sufficient explanations of business purposes. Meals with other Emory employees are generally not reimbursable. Meals with Emory colleagues should be considered a personal expense unless one of the following is true:

a) a non-Emory employee is also present and business is being conducted;
b) the meal is in honor of an Emory employee’s significant professional achievement;
c) business being conducted among Emory employees is such that it cannot be done in the office or another time. (An explanation of the reason why the meeting could not take place in the office must accompany the reimbursement/expense request); or
d) rare or atypical instances where, with approval of a supervisor, employees may work during normal meal breaks with other employees, e.g., working lunches.

ATTENDEES - When the number of attendees is under ten, a list of names and affiliation (alumnus, recruit, etc.) is required. Use the “Attendees” link in the expense report.

CELEBRATORY EVENTS – Appropriate use of University funds for celebratory events is restricted to work-related achievements with the exception of holiday or team building events. Birthdays may be celebrated monthly for all staff whose birthdays fall in that month; individual celebrations are unallowable unless personally funded.
OTHER

BUSINESS PURPOSE - Documentation of a clear business purpose is required so an approver, reviewer and/or auditor will reasonably conclude and agree that the expenditure is an appropriate business expense. Spell out program or event names; approvers outside Campus Life will not be familiar with Campus Life acronyms.

RECEIPT REQUIREMENTS – All receipts for corporate card expenses $75 and over and personal expenses over $25 must be attached. Meals over $75 must include the itemized receipt. If a receipt is not available, check the “No Receipt” box.

EXPENSE CATEGORY – Compass will assign an expense category based on merchant name, but it is not always the best option. If a more appropriate expense category is available, please correct it while the expense is still in the wallet. Do not use expense types with the description starting with HC.

SHIPPING ADDRESS – Items purchased with the corporate card should be shipped to an Emory mailing address.

AVOID

In general, items available through Emory Express should not be purchased on the corporate card, particularly the following items:

GIFT CARDS – Gift cards should NOT be purchased with a p-card or corporate card. Emory’s preferred method of purchase is Emory Express where there is a wide selection of vendors including Target, Walmart, grocers, etc. If gift cards in any denomination are purchased on the credit card and are given to employees, student employees included, the purchase must be reported by the purchaser through the gift reporting system and the confirmation attached to the expense report.

OFFICE SUPPLIES – Office supplies should not be purchased with the corporate card. Emory’s preferred method of purchase is Emory Express through the Staples “punch out”. Next day delivery is available on most items.

PROMOTIONAL ITEMS – Promotional items should not be purchased with the corporate card. Emory’s preferred method of purchase is Emory Express through the Pinnacle Promotions, Promoversity or Booker Promotions “punch outs”.