

TO: DEANS, DIRECTORS, DEPARTMENT HEADS, BUSINESS MANAGERS, FINANCE USERS
FROM: CHRIS GIULIANI, ASSOC. VICE-CHANCELLOR, ADMINISTRATION & FINANCE
PATRICIA OVERKO, CONTROLLER & DIRECTOR OF FISCAL OPERATIONS
RE: NOTICE OF END TO NON-TRAVEL BUSINESS EXPENSE REIMBURSEMENT
DATE: NOVEMBER 15, 2022

This communication serves as notice of a change in practice of employee reimbursement for out-of-pocket non-travel business expenses.

BuyWays and the One-Card are the procurement methods that are now required to be used for non-travel business expenses. Reimbursements for out-of-pocket non-travel business expenses are now against policy and are rejected by UPST unless there is an exception granted by authorized campus personnel. While we transition fully to this policy the practice is for employees to request an exception from authorized campus personnel at BTE.Exceptions@umb.edu.

This communication is to notify all staff that such campus-level exceptions will no longer be granted as of Friday, February 3rd, 2023. The only remaining exceptions are those expressed in legal agreements (i.e. the FSU Research and Education Support Funds), or a small number of emergency circumstances.

University employees should prepare to make all business-related purchases through the BuyWays system or via a One-Card issued to them or to another appropriate department member. Employees in need of a [One-Card](#) can obtain one by completing the application process.

Please communicate this information to those in your areas that may be affected.