

Procurement IRS 60 Day Reimbursement Policy Information Meeting Follow-up Q & A

- **Q:** Is this part of the policy correct? "[The] date of purchase is the day the credit card is charged not the date the item was ordered".
 - **A:** *The reimbursement should be submitted 60 days from the date of purchase (i.e. the date indicated on the receipt). When purchasing online from Amazon or another e-commerce site, the order details will show the payment details, the credit card transaction, and the date the order was placed. This should be the date used as the Expense Date on the Expense Report. If there is a significant delay between the order date and when the charge is processed (due to delayed shipping or other circumstances beyond the employee's control), you can note that in the Expense Report. In these circumstances, you may use the date the transaction was charged to the credit card as the Expense Date. Supporting documentation - such as the credit card statement or the transaction report from Amazon showing when payment was completed - must be attached. In the Expense Report notes or comments, please explain that there was a delay between the date of the order and when the expense was charged, and that the Expense Date reflects when the credit card was charged. Please note that Shared Environments are responsible for reviewing the Expense Date and verifying it against the attached documentation for accuracy.*

- **Q:** I pre-paid for Continuing Education and/or Accreditation Fees, how do I request reimbursement?
 - **A:** *The expense is to be reimbursed as non-travel with the "Professional Licenses and Accreditation" expense item. Please use the **date of certification** as the date of purchase (Expense Date). Do not use the actual date of purchase. In the Expense Report notes or comments, please explain that the date of certification is used and attach the certification document.*

- **Q:** Will the Cost Center used on the Expense Report be charged with the additional tax amount?
 - **A:** *No, the worktags used on the Expense Report will only be charged for the reimbursement amount when the ER is paid. No additional amounts will be charged to the worktags used on the ER. There will be no additional costs to the departments for these taxes*

- **Q:** How will any related employer-side taxes, deductions, or fringe costs be funded? Are there any additional cost impacts to the departments?
 - **A:** *The employer tax will be absorbed by the current/existing UW fringe benefit rate. There is no additional cost to departments.*

- **Q:** Will the fringe benefit rate be applied to taxable reimbursements, like we do for salary or wages?
 - **A:** *There is no fringe attached to these payments. The payments are not processed in Payroll, only the amount to be taxed is transmitted to payroll.*

- **Q:** What if the employee has been terminated?
 - **A:** *If the employee has received W-2 reportable wages in the current year, the payroll team will make the required adjustments to ensure accurate tax reporting. If the employee has no W-2 reportable wages, the imputed income will be reported on a form 1099 instead of a form W-2*