

1. PURPOSE

Professional purchases may be made on behalf of AUP and personnel are entitled to reimbursement. This policy describes the reimbursement procedure that must be followed for auditing reasons, and to ensure compliance with laws and regulations.

2. WHO IS AFFECTED BY THIS POLICY

Employees, non-employees and SGA students.

3. POLICY STATEMENT

A. GENERAL INFORMATION

- a. Before incurring any expense on behalf of AUP, manager approval is required.
- b. AUP expense report forms must be completed to obtain reimbursement of reasonably incurred business expenses.
- c. In the event of a business trip, an *ordre de mission* must be completed and sent to HR for approval prior to departure. Please refer to policies HR007EN and HR007FR (Professional Travel / *Les déplacements professionnels*). Attach the *ordre de mission* and expense receipts to the Expense Report Form. Reimbursement will not be made without an official, approved (signed) *ordre de mission*.
- d. Expense reports must be signed by the employee as well as by his/her supervisor. Non-management employees are not authorized signers and forms bearing their signature will be rejected.
- e. Expense reports are subject to review by the Finance & Accounting Office.
- f. Expense reports must be submitted to the Finance & Accounting Office within 30 days (45 days for international travel) of the expense date.
- g. All requests for reimbursements must be accompanied by original invoices and receipts.
- h. Employees must keep a copy of the expense report and all submitted receipts and documentation.
- i. Both employees and management are responsible for ensuring that expenses submitted for reimbursement comply with this policy. Failure to comply with this policy will result in the expense report being denied.
- j. The Finance & Accounting Office processes properly documented and approved expense reports.
- k. Employees are strongly encouraged to exchange currency in banks rather than in hotels that do not guarantee favorable exchange rates. Currency exchange service charges may be reimbursed but should not be included in the average exchange rate computation.
- l. Requests for exceptions to any part of this policy must be submitted to the Vice President for Finance and Administration.

B. MEALS AND ENTERTAINMENT

- a. Reimbursement requests for meals must be supported by receipts, the names of people attending meals, and the purpose of the event. Employees should not request reimbursement for meals paid with *tickets restaurant*. In such event, the employee(s) will be entitled to one less *ticket restaurant* in the following month.
- b. Business meals with AUP employees are allowed when management considers meetings to be necessary but occurring only every so often (e.g., lunch workgroup).
- c. When business meals gather one or more members of AUP management, most senior members of management must settle the bill.
- d. Employees are not reimbursed for alcoholic beverages unless beverages are included in the business meal or entertainment expense to a reasonable limit.

C. PERMITTED EXPENSES

- a. Pre-approved air travel paid for by the employee
- b. Accommodation
- c. Ground transport (taxis, railway services)
- d. Employee meals on trips
- e. Business meals/entertainment

- f. Reasonable laundry and cleaning expenses should travelling exceed 5 days
- g. Reasonable tips and gratuities that are not included elsewhere
- h. Personal long distance calls (within a reasonable amount)
- i. Currency exchange service charges

D. AIR TRAVEL

- a. All travel must be pre-approved by management and AUP reimburses coach/economic class air travel only.
- b. Plane tickets may not be purchased with personal miles.
- c. In order to best use AUP resources, airline tickets should be purchased at the lowest available rate.

E. GROUND TRANSPORT

- a. Least expensive reasonable forms of ground transportation should always be used (e.g., personal vehicle, hotel courtesy van, public transport, taxi).

F. ACCOMMODATION

- a. Itemized hotel invoices must be attached to the expense report.
- b. The following information must be provided for each travelling day: itemized room charge, taxes, charges such as telephone calls, room services and laundry.
- c. AUP will not reimburse in-room movies, mini-bar, or other personal hotel expenses.

Access the full procedures here:

[Procedures for Payment to Outside Consultants](#)

[Procedures for Orders, Invoices, Payments](#)

[Procedures for Cost Centers](#)

4. RESPONSIBILITIES

Employee

Complete and organize expense reports according to this policy; provide original receipts to the Finance & Accounting Office; keep copies for records; respond to questions from or provide clarification to the Finance & Accounting Office.

Management employees

Review and ensure expense reports comply with this policy. Take full responsibility when agreeing to and signing expense reports.

Finance & Accounting Office

Review and process expenses reports.

VP for Finance & Administration

Consider exceptions to this policy on a case-by-case basis.

5. DEFINITIONS

AUP

The American University of Paris

SGA

Student Government Association

6. APPROVALS & HISTORY

Last review February 28, 2018.

Next review November 1, 2021.

7. ISSUING OFFICE AND CONTACT

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