

A&S Supplemental Approval Form

Please fill out this form, scan, and upload it as a separate document in ARC. Please name the document "Supplement Approval Information."

Payee Name:

WVN:

Supplemental Approval Required for (Please Select as Many as Apply):

Note: These drop down menus contain abbreviations of the supplemental approval description. For full descriptions and additional restrictions, please see the second page:

1. Please Select
2. Please Select
3. Please Select
4. Please Select
5. Please Select

Justification / Reason for policy exception (please provide a justification for each):

Supplemental Approval Descriptions

Transportation/Travel

- First or business class travel by air (flights in excess of 5 hours or medical need).
- First or business class travel by rail/bus (not including Amtrak's Acela train)
- Lodging exceeding \$350 per night domestic and \$400 (US dollars) per night international excluding tax by no more than 50%.
- Appreciation given for lodging in a private residence.
- Short-term rental accommodations.
- Reimbursed travel extended beyond the minimum days required for business purposes.
- Required travel by an employer's spouse, significant other and/or dependent (Note: May be Taxable)

Meals

- Meals exceeding the per meal thresholds (\$25 breakfast, \$35 lunch, \$50 dinner excluding tips and taxes) by no more than 50%.
- Meals (fundraising, recruitment, speaking engagements) involving external parties exceeding the per person threshold of \$100 (excluding tips and taxes) by no more than 50%.
- Use of per diems on non-grant accounts. (Only in instances of international travel to destinations where local custom or culture makes it difficult to obtain receipts).
- Meals that require attendance by an employee's spouse, significant other, and/or dependent.
- Expenses for meals or entertainment conducted in private homes.

Entertainment

- Expenses for meals or entertainment conducted in private homes.
- Entertainment expenses to be reimbursed in excess of \$1,000.
- Rental of clothing for an event.
- Entertainment expenses for employee events in excess of \$500.

Gifts

- A business performance or "de minimus" gift to an employee exceeding the threshold of \$100 by no more than 50%. (Note: Item is taxable)
- A years of service/retirement gift to an employee exceeding the threshold of \$400 by no more than 50%. (Note: Item is taxable)
- A gift to a non-employee exceeding the threshold of \$600 by no more than 50%. (Note: Item is taxable)

Other

- Purchases of emergency supplies, books, equipment in excess of \$500.
- Issuance of a second travel advance before the first one has been reconciled.
- Reimbursements submitted more than 120 days after the date of the expense or after the end of the fiscal year (whichever is sooner). Please note that supporting documentation must include legitimate circumstances contributing to late submission in order to evaluate whether this is a taxable event.
- Missing receipt for expenses of \$75 or more (\$25 for meals), all lodging. Please note that supporting documentation must include missing receipt documentation to comply with IRS standards for reimbursement.