

The following reference guide has been established regarding how to **reimburse Ithaca College employees and students for entertainment or travel related expenses where IC credit card is not used**; or to **reimburse non-IC employees for professional services, entertainment, or travel** (meals, transportation, lodging, etc.) **related expenses**.

1. EZ Pay Process (\$500 and under)

A. Non-IC employees

- Employment Interviews: subcode 7464
- Professional Services
 - a. Professional Services fees (subject to 1099): subcodes 7631 to 7651
 - b. Professional Services-Reimbursed Expenses: subcode 7660 (for travel related expenses i.e. meals, lodging, phone, transportation, etc.)

B. IC employees

1. Candidate interview meal reimbursement (where IC employee interviews a candidate locally and pays for meal): subcodes 7470-7473
2. Local entertainment: subcodes 7491-7494

2. Requisition for Purchase Order (over \$500)

A. Non-IC employees

- Employment Interviews: subcode 7464
- Professional Services
 - c. Professional Services fees (subject to 1099): subcodes 7631 to 7651
 - d. Professional Services-Reimbursed Expenses: subcode 7660 (for travel related expenses i.e. meals, lodging, phone, transportation, etc.)

B. IC employees

- Local Entertainment: subcodes 7491-7494

3. Expense Report

A. IC Employee and Student Travel

4. Voucher Authorization Form (VAF)

- A. IC Employees and students** requesting reimbursement for **ONLY that portion they pay for in advance** of their travel **with their own personal funds**. Expense Report must still be completed after return from their travel.