

The following reference guide has been established regarding how to **pay expenses** or **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 7492-7494

**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 7492-7494
- Conference registration fees over \$2000

**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.
- B. Conference registration fees** up to \$2000