

TO: All Faculty and Staff  
FROM: Louisiana Tech University Purchasing  
DATE: June 1, 2023  
SUBJECT: Change in Reimbursement Process

The modifications described in this memo do not change or impact Travel reimbursements or Professorship related expenditures.

Effective July 1, 2023 the following changes will be implemented in the reimbursement process:

- Reimbursements are limited to \$500.00 per reimbursement with an annual cap of \$1,000.00 per employee in a fiscal year.
- Reimbursement request must be initiated within 30 days of the expenditure.

The requirement for proof of payment and for an itemized receipt including the name and address of the vendor is unchanged. Reimbursements cannot cross fiscal years.

The use of P-Card instead of reimbursements is encouraged, with the reimbursement process being a rare exception. One advantage of P-Card is that sales and use tax is exempt and cannot be charged on the P-Card while purchases made through reimbursement requires payment of sales and use taxes.

Administrative Support in the various Departments are available to assist faculty and staff that rarely make expenditures. It is highly recommended that those persons needing to make purchases on nights, or weekends begin the process of obtaining a P-Card as soon as possible so they will be able to make purchases beginning on July 1, 2023 without issue.

The P-Card Process is explained in detail in Policy 5216.

The Procurement Card Application is available at: [Microsoft Word - Purchasing Card Application \(2014\) \(latech.edu\)](#)