



Office of Vice President for Finance and Administration
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Memorandum of Understanding

Failure to Submit a Reimbursement Request Within 60 days after Completing A Trip

Purpose: In response to a violation of OSU FIS Policy 411-07 Travel Reimbursements, this memorandum of understanding serves as formal notification that you have neglected to submit a travel reimbursement request in a timely manner. In addition, it also will provide educational guidance to facilitate future compliance with applicable University policies and procedures.

Condition/Criteria: It has come to our attention that you filed a travel reimbursement claim more than 60 days after completing your trip which is in violation of FIS 411-07. Timely substantiation of a travel reimbursement is considered to be 60 days according to IRS Reg. 1.62-2(g)(2)(i). Accordingly, if during the ensuing two year period you neglect to file for a travel reimbursement more than 60 days after completing your trip, your claim will be denied.

Requirements: Before your current travel reimbursement can be processed, your acknowledgement of the following is required:

1. You understand the requirements for timely filing of travel reimbursement claims as delineated within FIS 411-07 Submission Deadline.
2. From this point forward, you will file all travel reimbursement claims within 60 days after completing a business trip.
3. You understand that your negligence to comply with these requirements at any time during the following two year period will result in the denial of your travel reimbursement claim.

Business Affairs:

Aaron D. Howell
Director of Business Affairs

Business Center Manager:

Signature: _____
Printed Name: _____
Business Center: _____
Date: _____

Please sign below to indicate your acknowledgement of this information and return this document to the attention of the Business Center noted above so your reimbursement request can be processed.

OSU Employee - Compensated Traveler

Signature: _____
Printed Name: _____
Title: _____
Date: _____

Dean / Department Head

Signature: _____
Printed Name: _____
Title: _____
Date: _____