



# CCB Fiscal Policy Reminders

CCB Budget Office  
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| [business.gmu.edu](http://business.gmu.edu)

## You may be making purchases on a personal credit card that can be reimbursed



SET UP DIRECT DEPOSIT FOR AP  
PAYMENTS THROUGH PATRIOT WEB



KNOW WHAT IS ELIGIBLE FOR  
REIMBURSEMENT



CONTACT YOUR AREA'S  
ADMINISTRATOR FOR QUESTIONS



# Business meals

- Maximum per diem rate (inclusive of tax/tip/service fee)
- Appropriate GMU to Non-GMU attendees
- State funded: Maximum 20% tip on **pre-tax** total
- GMUF funded: Maximum 20% tip on **post-tax** total
- When one receipt is being split between state and GMUF, the **state** policy for gratuity will be in effect. We encourage obtaining separate receipts for the meal and alcohol portions to simplify process.

# Business meals - continued

- Alcoholic beverages are not permitted with state funds
- After the meal, submit these to your area's Admin. Assoc.:
  - Itemized receipt and proof of payment
  - List of attendees
  - Brief description of business purpose/what was discussed



# Travel expenditures

- Do not make travel arrangements until a pre-approval has been fully authorized
- Work with your area's Admin. Assoc. to prepare travel pre-approvals and reimbursements
- Notify your area's Admin. Assoc. asap when adding personal time to a business trip or departing from/returning to a location other than "home"
  - Additional documentation is required in these cases
  - Mason will pay for the business portion only
- Airfare, rail and conference registration fees may be paid via P-Card (recommended)



# Travel expenditures – continued

- Economy class is the highest fare option for domestic flights and rail tickets
- Maximum nightly rates for lodging, depending on the location
- Meals are reimbursed at a daily per diem rate
- Maximum tip of 15% for ground transportation; based on total fare, including approved charges/fees

# Travel expenditures – unallowable

(not all inclusive)

- Higher Level Class Tickets (Acela, Delta Comfort, Preferred Seating, Business/First Class)
- Mileage rewards points
- Travel insurance
- Rental car insurance or vehicle fuel fill-up at car rental facility
- Lost or stolen articles
- Personal telephone calls or laundry expenses
- Service fees and tips (e.g., to baggage handlers or hotel housekeeping) and travel between lodging and places where meals may be taken. These would be included in the incidental daily per diem amount received.

# Other types of reimbursements are limited to:

- Emergency office supplies while traveling on university business
- Postage, shipping, or photocopying
- Entry fees
- Student event supplies (including food/beverage)
- Research Subject Payments
- Professional membership dues (only one year at a time will be reimbursed)
- Publication fees



# Thank You.



Learn Here. **Lead Anywhere.**

