

	<p style="text-align: center;">UNIVERSITY OF DENVER POLICY MANUAL REIMBURSEMENT POLICY</p>
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Responsible Department: Business and
Financial Affairs

Recommended By: SVC Business and
Financial Affairs

Approved By: Chancellor

appropriate approvals will be needed: the individual who has incurred the expense and is requesting the reimbursement, the appropriate budget approver, and ORSP (if required).

3. Under no circumstance may a person authorize reimbursement, or payment of any type, to a family member or to someone to whom the person reports. Family should be interpreted in the broadest sense and includes blood, marital, and other significant relationships.

IV. DEFINITIONS

- A. **Appropriate expense**-An expense that meets the valid business purpose criteria.
- B. **Allowable expense** -A necessary, reasonable, and appropriate expense incurred for the primary benefit of University business and therefore permitted to be reimbursed or directly charged based on the permission of the University or by the terms of federally or privately sponsored agreements.
- C. **Necessary**-Minimum purchase or service required to achieve a business objective.