



Step	Action
1	A Form 3 is used to authorize expenses for reimbursements to non-employees or when an invoice is not traditionally provided. The form is also used for reimbursement of unusual expenses for employees. Allowable employee reimbursements should be processed through Concur.
2	<p>Reimbursement/Payment documentation must follow the guidelines below.</p> <ol style="list-style-type: none"> 1. Must be a valid University expense. <ol style="list-style-type: none"> a. Employees should utilize direct payment methods when possible as reimbursements are strongly discouraged. b. Common reimbursement expenses, where the University cannot practically pay for expenses directly, should be processed through Concur. A list of these expenses can be found on the Financial Services websites. c. Expenses that do not utilize a direct payment method and are not eligible to be reimbursed through Concur should be rare and caused by extraordinary circumstances. Such circumstances will need to be explained to qualify as a valid University expense. d. Repeated failure to utilize a direct payment method when available may result in denial of the reimbursement request. 2. Must present an itemized receipt. <ol style="list-style-type: none"> a. An itemized receipt should list the expenses requested for reimbursement. 3. Must present proof of payment. <ol style="list-style-type: none"> a. If not detailed on the itemized receipt, proof of payment documentation will need to indicate that the expenses have been paid. <ol style="list-style-type: none"> i. Sales receipt for a cash payment. ii. Front and back copy of a canceled check. iii. Credit card statement or charge card receipt. iv. Other documentation from the vendor showing the expense has been paid in full. 4. Must be accompanied by a completed Form 3. <ol style="list-style-type: none"> a. A completed Form 3 will formalize the reimbursement request by acquiring the signature of the employee requesting reimbursement and of their higher authority authorizing the expense. b. Non-employees, including students, by their nature do not have a higher authority so only their signature is required on the Form 3. c. A Form 3 is required for every receipt for an employee to be reimbursed. This measure prevents duplicate payments. d. Multiple expenses for non-employees can be reimbursed on one Form 3. Non-employee expenses are infrequent and do not present a risk for duplicate payment. e. Completed Form 3s are to be attached as support on Regular Vouchers in PeopleSoft.
3	Any questions regarding extraordinary situations where all documentation may not be available should be directed to Accounts Payable.
4	To complete the Form 3 , enter the following information in the appropriate fields.
5	Claim Of: Enter name of individual being reimbursed. This name must match the name in PeopleSoft.
6	Title: Required for unusual employee reimbursements only. Enter in the job title of the employee being reimbursed.



7	Employee ID: Required for unusual employee reimbursements only. Enter in the six-digit employee ID of the employee being reimbursed.
8	Mailing Address: Enter in the mailing address where the payment should be sent. Note that this address must match the address selected on the voucher in PeopleSoft, even if the payment is to be made electronically and not by paper check.
9	Date: Enter in the date of purchase from the receipt.
10	Article: Enter in a description of the good/service purchased from the receipt.
11	Amount Claimed: Enter in the amount for the good/service purchased from the receipt. Note: Sales tax paid directly by an individual is reimbursable.
12	Please note that unusual expenses incurred by employees must be reimbursed one receipt/ Form 3 /regular voucher at a time. If an employee has three receipts to be reimbursed, that will result in three Form 3s submitted on three separate regular vouchers.
13	Non-employees may be reimbursed/paid by utilizing one Form 3 for multiple receipts.
14	Claimant: The individual requesting reimbursement must sign in this section.
15	Approval Signature: Required for unusual employee reimbursements only. An individual of higher institutional authority that is completely independent from the employee reimbursed must sign to authorize the reimbursement. Note: Higher authority signatures are required for employee reimbursements even if the individual approving the regular voucher in PeopleSoft is of higher institutional authority.
16	Approval Printed Name: Required for unusual employee reimbursements only. Enter the name of the individual signing above as the higher institutional authority.
17	Title: Required for unusual employee reimbursements only. Enter in the title of the individual signing above as the higher institutional authority.
18	Date: Required for unusual employee reimbursements only. Enter in the date the higher institutional authority signed the form.
19	Please note that the form does not require notarization.
20	Once the Form 3 has been fully completed, attach the Form 3 and applicable receipt(s) to the regular voucher attachments in PeopleSoft.
21	For employee reimbursements, use the last name of the employee, the abbreviated three-digit alphabetical month of the purchase, two-digit day of the purchase and the last two digits of the year as the invoice number. Example: SMITHJUL0122.
22	For non-employee reimbursements, use the last name of the individual, the abbreviated three-digit alphabetical month of the purchase, two-digit day of the <i>most recent</i> purchase and the last two digits of the year as the invoice number. For example, if three purchases from 06/22/22, 06/29/22 and 06/30/22 are being reimbursed, use the last purchase date as the invoice number. Example: CLARKJUN3022.
23	For employee reimbursements, use the date referenced in the invoice number as the invoice date.



24	For non-employee reimbursements, use the date of the <i>first purchase</i> , if reimbursing multiple receipts, as the invoice date. For example, if three purchases from 06/22/22, 06/29/22 and 06/30/22 are being reimbursed, use the <i>first purchase</i> date as the invoice date. Example: 06/22/22.
25	For non-employee payments, please include on the voucher, either through comments or an additional attachment, the business purpose for the payment, specifically noting how the payment benefits OU.
26	For employee payments, please include on the voucher, either through comments or an additional attachment, the business justification for the purchase, including why the expense was not direct paid. As employee reimbursements are discouraged, please document the emergency nature of the purchase or a statement that the employee has been advised of the preferred payment methods for business expenses.