

Miscellaneous Reimbursement Quick Reference Guide

MISCELLANEOUS REIMBURSEMENTS	KEY RATES/LIMITS/GUIDELINES	RECEIPT REQUIREMENTS			SUBSTANTIATION REQUIREMENTS	OTHER INFORMATION
		Always	Over \$75	Itemized		
Miscellaneous Reimbursement Policy - UCSB Policy mirrors the IRS Accountable Plan Rules (See Note 5)						
Tangible Goods		x		x	See Substantiation/Documentation Table	University purchases made outside authorized purchasing channels (i.e., Gateway or Flexcard) are generally considered unauthorized and should be strongly discouraged.
Services	University Employees should not directly engage any Service provider. All Service providers must be onboarded via the Gateway Supplier Add Form. Service contracts and invoices must be submitted via Gateway	N/A	N/A	N/A	N/A	A Reimbursement request for Services outside of Gateway is considered an unauthorized purchase and will be referred to the Office of Procurement for evaluation and guidance.

[Common Types of Supporting Documentation](#)