Published on *University of Colorado* (https://www.cu.edu)



# Don’t Risk Being Taxed on Business Expenses [1]

March 31, 2023

Thanks for your excellent feedback and questions on the revised business expense substantiation procedures. These procedures explain the requirements for timely substantiation and submission of employee-incurred business expenses **(Airfare Card, Travel Card, Procurement Card, out-of-pocket reimbursement requests)** in order to avoid having the expenses reported as part of the employee's own taxable income.

In response to many requests, we've created a short explainer video, now available on the Business Expense Substantiation & Tax Implications [2] website. Please watch -- and share with your colleagues.

**Questions?** Use the feedback form at the bottom of the procedural statement webpage.

**Source URL:**https://www.cu.edu/controller/news/office-university-controller-news/march-31-2023-edition/don%E2%80%99t-risk-being-taxed

**Links**
[1] https://www.cu.edu/controller/news/office-university-controller-news/march-31-2023-edition/don%E2%80%99t-risk-being-taxed [2] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense