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



# November 30, 2023 Edition [1]

## Financial Services & Solutions (FSS): Here to Help [2]

Looking for advice regarding a financial or procurement system ... form ... or process?

We still field questions from departments about where they should go with specific technical and policy/procedural issues -- so the OUC's Help webpage includes contact information for other offices and not just our own.

## Reminder: Don't Risk Being Taxed on Business Expenses [3]

Don't risk being taxed on your business expenses!

The Finance Procedural Statement Business Expense Substantiation & Tax Implications explains the requirements for timely substantiation and submission of employee-incurred business expenses (Airfare Card, Travel Card, Procurement Card, out-of-pocket reimbursement requests, cash advances) in order to avoid having the expenses reported as part of the employee's own taxable income.

**Source URL:**https://www.cu.edu/controller/news/office-university-controller-news/november-30-2023-edition

**Links**
[1] https://www.cu.edu/controller/news/office-university-controller-news/november-30-2023-edition
[2] https://www.cu.edu/controller/news/office-university-controller-news/november-30-2023-edition/financial-services [3] https://www.cu.edu/controller/news/office-university-controller-news/november-30-2023-edition/reminder-dont-risk-being