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Expense System Certification Statements [1]

By submitting an expense report (Travel Reconciliation, Employee Non-Travel Expenses, Procurement Card, and/or Non-Employee Expenses), I certify that:

1. The items described in this expense report were purchased for official university business.
2. The information contained in the expense system Business Purpose is true and correct.?
3. The items are allowable under university fiscal policies.
4. The Expense Type assigned to each expense appropriately describes the items and is consistent with university fiscal policies.
5. If being charged to a sponsored project (Fund 30/31 FOPPS), all expenses are appropriate to be charged to the sponsored project receiving the charge, meet the direct cost and other costing criteria, and are within the allowable timeframe.?
6. If being charged to a gift fund (Fund 34 FOPPS), all expenses are appropriate and consistent with donor restrictions.
7. I understand employee reconciliation and reimbursement requests must be made within the required timeframe outlined in the applicable Finance Procedural Statement to avoid inclusion in the employee's personal taxable income (per IRS regulations).

If I am submitting an expense report containing reimbursement of cash/out of pocket costs, I also certify:

1. The payments of the amounts claimed herein have not and will not be reimbursed to me from any other source.
2. I have directly paid the submitted expenses for which reimbursement is being requested.
3. Reimbursement is not being requested for any meal provided as part of an activity such as a meal included in a conference fee or provided at an official function.
4. Where mileage reimbursement is being requested, I am responsible for the maintenance and other expenses of the motor vehicle for which the mileage reimbursement is being claimed.

If I am submitting a Procurement Card expense report, I also certify:

1. This procurement card report does not contain any personal charges that have not been (a) properly reimbursed to the University and (b) accounted for as such on this expense report using the Personal Charge Expense Type.
2. I have reviewed the Checklist for IT Purchases on the Procurement Card [2] and have adhered to the guidance provided.

Source URL:https://www.cu.edu/psc/cr

Links
[1] https://www.cu.edu/psc/cr [2] https://www.cu.edu/doc/itpcardchecklist-11724pdf