

Michigan Medicine Travel and Expense Processing: Protocol and Compliance Briefing

Executive Summary

The following document outlines critical updates and standing requirements for travel and expense processing at Michigan Medicine. To ensure seamless reimbursement and maintain regulatory compliance, personnel must adhere to strict documentation standards, including detailed business purposes and itemized receipts. Significant policy shifts include a mandatory 60-day submission window for out-of-pocket expenses effective July 1, 2025, and revised financial limits for hosting and business meals effective July 1, 2026. Failure to comply with these timelines and documentation requirements may result in the denial of reimbursement or the taxation of reimbursed amounts.

Core Reimbursement Requirements

To facilitate efficient processing, every reimbursement request must be submitted with a comprehensive set of supporting documents. The Shared Services Center (SSC) requires the following four elements for every submission:

- **Detailed Business Description** : A clear explanation of the expense's nature and specific business purpose. This must include the transaction date. For hosting-related expenses, a complete list of attendees is mandatory.
- **Original Itemized Receipts** : Legible scans or photos showing the vendor name, transaction date, and total amount paid. Receipts must be itemized to show exactly what was purchased.
- **Approval Documentation** : If an expense requires prior authorization (including from procurement), the approval email or relevant documentation must be attached.
- **Total Amount Requested** : In instances where a user is not requesting reimbursement for the full amount shown on a receipt, the specific amount requested must be clearly stated.
- **Shortcode Identification** : All requests sent via eForm or Template must include the necessary shortcode(s) required to generate the report.

Critical Deadlines and Compliance

Adherence to submission timelines is essential for both internal processing and federal treasury regulation compliance.

The 60-Day Rule (Effective July 1, 2025)

Effective July 1, 2025, all out-of-pocket expenses must be completely and accurately submitted in the university's expense reporting system. This includes all necessary corrections and final approvals. The 60-calendar-day window begins from:

- The date of the transaction;
- The end date of the trip; or

- The date of the event. **Consequences of Non-Compliance** : Reports that are submitted late, approved late, or remain incomplete beyond this window may be denied entirely or processed as taxable income to the employee.

PCard Reporting Cycle

PCard reports are managed on a monthly basis. While expenses can be added throughout the month, Michigan Medicine enforces a specific cutoff for receipt submission.

- **Standard Cutoff** : The 14th of each month.
- **Exceptions** : Deadlines for June and December occur earlier in the month.
- **Processing Note** : To prevent a report from being “held for processing,” users should explicitly notate this preference on their eForm request.
- **Notification** : Employees will receive email notifications to review and submit their reports for approval after the monthly cutoff date.

Hosting and Business Meal Protocols

Hosting events require specific attendee data to satisfy audit requirements. For University of Michigan (U-M) employees, the "unique name" must be provided. For external guests, the individual's name and their company or affiliation must be included.

Revised Hosting Limits (Effective July 1, 2026)

New maximum per-person allowances will take effect on July 1, 2026. These limits include non-alcoholic beverages, tax, and gratuity. | Expense Category | Per-Person Limit || ----- | ----- ||
Breakfast | \$30 || Lunch | \$50 || Dinner | \$80 || Refreshments/Snacks (New Category) | \$30 ||
Alcoholic Beverages | \$20 |

Note: The \$20 limit for alcohol is per person, per event, and includes tax and tip.

Administrative Resources and Systems

The University of Michigan has transitioned to **Emburse Enterprise** as the primary expense reporting system for faculty and staff. For additional guidance on report creation, non-employee reimbursements, and faculty travel cash advances, personnel should consult the **Travel & Expense Resource Guide** . This guide is located on the Shared Services Center home page under the Travel & Expense tab. Additional resources available through the SSC include:

- SSC Receipt Resource
- Stored Value Cards
- Taxable Reimbursement information