

Research Foundation Reimbursement Procedure

Employees (RF or SUNY) may need to spend their own money on Research Foundation business-related expenses and are generally allowable costs to grants and contracts provided that the purchase directly relates to goals and objective of the award. This document serves to provide information regarding the Research Foundation reimbursement procedure.

General

- All employee out-of-pocket expenses must be approved prior to purchase.
- All reimbursements are subject to final review by SUNY Polytechnic Institute management. Purchases that violate any federal, state, sponsor, or Research Foundation regulations may be disallowed.
- All reimbursements require proof of payment, itemized receipts, and documentation substantiating the business purpose (conference agenda, etc.)
- As a tax-exempt entity, the Research Foundation cannot reimburse New York State Sales Tax.
- A completed SUNY Polytechnic Institute Expense Report should be submitted to CNSE travel (cnsetravel@sunypoly.edu) with required documentation within two weeks of purchase. Reimbursement requests submitted after 30 days of incurring the expense will not be considered.

Examples of Reimbursable Expenses

- Conference Registration Fees*
- Membership Fees
- Professional Licenses

*If the conference requires travel, the employee may include the conference registration fee with submission of their travel reimbursement request within two weeks of return from travel per SUNY Polytechnic Institute Research Foundation travel regulations.

Reimbursement requests for emergency procurable items will be considered on a case-by-case basis. Costs must be reasonable and an allowable for the funding source identified. A justification for not complying with Research Foundation procurement policies and procedures must be included in addition to documentation requirements outlined above.