**CVRE PURCHASING & TRAVEL POLICY HIGHLIGHTS**

Rev 10/2019

**Responsibility for Purchasing**

Principal Investigators who have open accounts with sufficient fund balances shall have the authority to initiate purchase requests on behalf of their departments. In addition, PI’s may delegate purchasing authority to responsible individuals within their department. PI’s shall inform the Accounting Department of all individuals who may initiate purchases.

**Subscriptions and Memberships**

Expenditures for continuing education, including scientific books, conferences and registration fees, etc., specifically relating to a research activity may be requested by submitting the appropriate paperwork to CVRE. The Executive Director may authorize payments for journal subscriptions or professional association and membership dues from appropriate research funds. Journal subscriptions must be delivered directly to VA.

Payment requests for Professional Association Membership Dues must have supporting documentation showing economic justification and must clearly show value at least equal to cost of membership. Medical License renewal fees are not an acceptable fund expense.

All equipment purchased with the use of CVRE funds is the property of the Corporation.

All purchases made with CVRE funds must have the prior approval of the Executive Director.

**Reimbursement Policy**

* CVRE will not guarantee payment to vendors or reimbursement to any individual for purchases made without prior CVRE purchase authorization.
* CVRE will not reimburse any individual for the unauthorized purchase of goods or equipment that will be stored anywhere off Minneapolis VA property. Any exception to this policy must have the written approval of the CVRE Executive Director before the purchase is made.
* Any equipment approved for off-site storage must be personally inspected and tagged with a CVRE property tag by the proper VA official.
* CVRE will not reimburse for any goods or services that are purchased for the primary benefit of an individual.
* Equipment such as personal computers and peripherals that are purchased for home use are assumed to be for the personal benefit of the purchaser and will not be authorized for purchase or reimbursement.
* Expense reimbursement requests must be approved and submitted to CVRE Accounts Payable within 90 days of expenditure.

**Authorizations and Purchasing Limits**

Completed purchase orders must be signed by the Principal Investigator and approved by the Accounting Department. In addition, the Executive Director must approve all purchases that are to be paid from project accounts. Please refer to the Addendum to Residual Funds Policy for purchases that require prior approval.

**Check Preparation**

It is the policy of CVRE to print vendor checks and expense reimbursement checks on a weekly basis. Only persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers shall prepare checks. The Accountant prepares checks.

**TRAVEL AND BUSINESS ENTERTAINMENT**

**Acceptable Travel -** Travel to meetings of clinical specialty societies, research societies, national and international general clinical groups (e.g., AMA, WHO), the recognized or stated primary goals of which are to further medical knowledge, research, public health and/or education is acceptable when the proposed travel has a demonstrable research or education relevance.

**Relevance of Travel -** It is the responsibility of the traveler to submit adequate material to justify a primary research or education purpose.

**Advances -** No cash advances or reimbursements of transportation tickets will be made prior to the date of the actual travel. All travel expenses must be paid by the traveler and will be promptly reimbursed upon completion of the approved travel.

The only exception to this policy is for meeting registration fees which may be requested in advance. Corporate checks for such registrations will be made out to the organization sponsoring the meeting, not the individual traveler.

**Traveler’s Responsibility to Obtain Travel Approval -** The Principal Investigator whose funds are to be expended for travel must request authorization from CVRE Executive Director in advance of expenditure.

**Traveler’s Responsibility for Excess Expenses -** The traveler is responsible for excess costs and any additional expenses incurred for personal preference or convenience; e.g. cost of accommodations in excess of conference schedule. Luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable expenses.

**Reimbursement Documentation and Time Limits -** Reimbursement will be issued only upon submission of original receipts and documentation. Reimbursements for completed travel should be requested within 90 days. Requests submitted more than 90 days after the expense is incurred will be denied.

**Business Travel Reimbursement -** Reimbursement may include payment for the following expenses:

* Air travel (coach class rates only)
* Airport parking
* Hotel accommodations (single standard room rate – authorized traveler only)
* A per diem will be reimbursed to the traveler for the appropriate destination city based on [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), M&IE column, for meals and incidentals. *Keep in mind, if the conference or another party provides a meal, the reimbursement will be pro-rated. Continental breakfasts are not considered a meal.*
* Mileage (reimbursed at annually adjusted IRS rate)
* Ground transportation reimbursement, accompanied by receipt

At the conclusion of a CVRE business trip, an employee or member of the Board that has incurred business-related expenses should complete a Request for Travel Reimbursement Report.