ARTICLE 28. EXPENSE REIMBURSEMENT

GTFF Proposed Language | ~~GTFF deletion~~ | UO Proposed Language | ~~UO deletion~~ | Agreed Upon Language | Status Quo

Section 1. GEs who are approved to travel for university business may request a UO One Card for convenience, security, and flexibility when paying for business travel expenses. GEs are exempt from the 0.50 FTE eligibility requirement and must agree to and comply with all UO One Card and travel related policies. **Application decisions shall be communicated within thirty (30) calendar days.**

Section 2. The University shall reimburse GEs for their approved expenses (e.g., travel, etc.) ~~in a timely manner~~ **within thirty (30) calendar days**. **Failure to do so is grievable, and late reimbursements are subject to the same interest rate as GEs are charged by Business Affairs.** GEs shall be responsible for the timely submission of their expenses. For expenses other than those in Section 1, hiring units are encouraged to incur expenses directly rather than requiring GEs to incur the expense and request reimbursement.

Section 3. Departments shall disseminate information about the UO One Card to GEs in an annual email. This email shall include information about the application process, eligibility (including the 0.50 FTE exemption for GEs in Section 1), and guidelines on the use of a UO One Card. Details may be provided in the form of a link to a website. Such a website shall be kept up to date.