To: All Students  
Cc: Student Activities Office, Residential Life Office  
From: Controller’s Office  
Date: November 22, 2011  
Subject: Timely Substantiation of Cash Advances for Students

Please take note of the following updates to the Expense Reimbursement Policy. These updates are designed to meet IRS safe harbor rules pertaining to the timely substantiation of travel/college-related expenditures under an accountable plan. The updates are effective immediately. A copy of the full policy is available at http://www.bowdoin.edu/controller/travel-policy/index.shtml.

1. Determining submission deadlines:
   a. Deadlines to submit for reimbursement or to report on a cash advance are based on calendar days, not business days.
   b. The time period to submit an expense reimbursement (when student pays for expense and needs to be reimbursed) is 60 calendar days from date the expense was incurred.
   c. The time period to submit valid receipts to support a cash advance is 120 calendar days from the date the advance was received, though earlier submission is strongly encouraged.
   d. EXCEPTION: Graduating seniors must submit valid receipts to support outstanding cash advances prior to graduation, even if the cash advance is less than 120 days old.

Example: Reimbursement

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Expense Incurred → Deadline to submit expense reimbursement

60 Calendar Days
Feb 12 → Apr 13
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Example: Cash Advance

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Cash Advance Received → Deadline to substantiate advance and return excess cash

120 Calendar Days
Oct 28 → Feb 25
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Students traveling for an extended period of time (greater than 60 calendar days) are required to submit an adequate accounting of expenses within 60 calendar days of his/her return to campus.

2. Cash advances that are not substantiated within 120 days or prior to graduation, whichever comes first, will be charged to the student’s account and billed accordingly. Unpaid advances charged to a student account can affect transcripts and the awarding of diplomas in the same way as other billed items.