

# BOWDOIN COLLEGE

To: All Students  
Cc: Student Activities Office, Residential Life Office  
From: Controller's Office  
Date: November 22, 2011

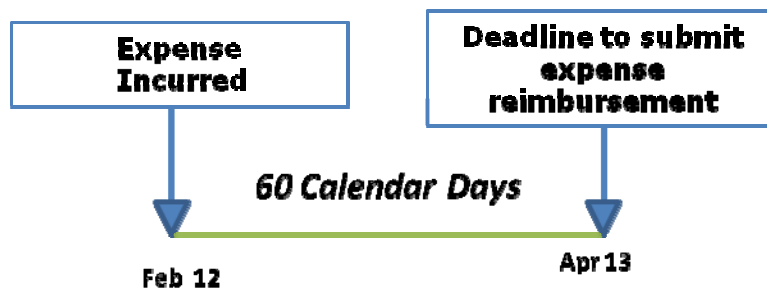
**Subject: Timely Substantiation of Cash Advances for Students**

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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



Example: Cash Advance



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- e. 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.