

Student Groups – Purchases and Reimbursements

Created December 5, 2017

Updated October 22, 2019

This document is a guide for student groups in the Department of Mechanical Engineering when making purchases for group activities.

Making Purchases and Orders

When planning to purchase supplies or equipment, please first visit the Administrative Coordinator in the Mechanical Engineering office in Latrobe 223 to see if they can place orders for you. You will want to have the internal order / cost center number and fund number that will be charged.

Group	Internal Order	Fund
AIAA	80050748	1012000000
ASME	80050750	1312000000
Astrojays	80044799	1012000000
Design, Build, Fly	80050749	1012000000
Hopkins AI	80048138	1012000000
Hopkins Baja	1201810083	1312000000
MEGA	1201810071	1312000000
MUSC	80050833	1012000000
Pi Tau Sigma	1201810107	1012000000
SEDS	80048372	1012000000
VME	80050831	1012000000
WoMEen	80048333	1012000000

If the Administrative Coordinator is unable to place an order or if you can obtain your purchase more quickly by yourself, such as in purchasing food and drink for an event, you can make a purchase using personal funds. While this is not the preferred method of purchase, reimbursements will be provided. It is important that before making purchases that you have a Tax Exempt Certificate.

Tax Exempt Certificate

JHU is a non-profit organization, and therefore, is exempt from paying sales tax. **If purchases are made with personal funds, sales tax will not be reimbursed to you.** The one exception to this is that restaurant meals are subject to sales tax and you will be reimbursed for food and drink.

Presenting the Tax Exempt certificate at the time of purchase will eliminate sales tax from your bill, in most cases.

Visit this [Tax Exempt Certificate page](#) to print a copy of the Tax Exempt Sales Certificate, or use the one attached to this document.

Note that some stores, e.g. Wal-Mart will require that you obtain an in-store tax exemption certificate in addition to the JHU tax exemption. Please check with the store before making purchases to ensure that you have all required documents.

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Reimbursements

The Department administrative office processes reimbursements for official out-of-pocket expenses for the purchase of meals, food, drink, materials, and supplies.

Reimbursements Under \$100	Reimbursements Over \$100
Complete the Petty Cash Voucher form. Obtain authorization to use the Cost Center/Internal Order Number and Fund number from the student group advisor or other authorizing individual. Provide receipts and a written record of authorization, such as an e-mail.	Obtain authorization to use the Cost Center/Internal Number and Fund number from the student group advisor or other authorizing individual. Provide receipts and a written record of authorization, such as an e-mail.
The student group advisor or other authorizing individual will sign the approval on the Petty Cash Voucher form. Then bring the form to the Administrative Coordinator in the Mechanical Engineering office in Latrobe 223 for final approval.	Bring the receipts and written record of authorization to the Administrative Coordinator in the Mechanical Engineering office in Latrobe 223 for final approval and processing. If the recipient is not a University employee, the Coordinator will help obtain a non-employee vendor number that will allow reimbursement.
Upon approval, take the form to the Petty Cash Office in Garland Hall's basement for direct case reimbursement.	The University's Accounts Payable Office will complete the reimbursement, which may take up to three weeks to receive.

DEADLINE: Submit Reimbursement Requests Before 90 Days have Passed

Reimbursement requests must be submitted for reimbursement to the University within 90-days of the first date of travel. Please submit your requests at least several days before this deadline to allow the department to submit the request on time. If they are submitted after 90 days, the expenses will be paid to the traveler as a payroll supplement instead of reimbursement and will be subject to payroll taxation.

Travel

When traveling for group activities, there are specific procedures to arrange transportation and travel. Approval must be obtained from the group's advisor for any travel costs. The advisor will notify the Administrative Coordinator to arrange travel.

Flight

[World Travel Services](#) is a preferred vendor for travel arrangements. They will send invoices instead of requiring a credit card up front, so your credit line will not be accessed or held while waiting for reimbursement or payments. For information, contact jhuttravel@worldtravelservice.com.

Reimbursements – requests required before 90 days past travel first date

Reimbursement for travel expenses must be submitted with a completed and signed Travel Expense Report and will be processed and forwarded to the Accounts Payable Office. Travel Expense Report forms can be obtained from the staff in the Mechanical Engineering administrative office. Allow two to three weeks for the reimbursement to be processed.

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It is the student's responsibility to complete the form and attach the necessary original receipts, obtain a signature approval, and account number from the group advisor. In 2019, business mileage is reimbursed at the Internal Revenue Service rate of 58 cents per mile.

Travel Expenses must be submitted for reimbursement to the University within 90-days of the first date of travel. Please submit your requests at least several days before this deadline to allow the department to submit the request on time. If they are submitted after 90 days, the expenses will be paid to the traveler as a payroll supplement instead of reimbursement and will be subject to payroll taxation.

Reimbursements for Air Travel

If World Travel Services is not used to arrange flights, to obtain reimbursement of air travel costs, you will need a credit card statement reflecting the cost of the ticket, along with payment confirmation from the airline. For upgrade, luggage, or other additional charges, a receipt is required. A flight itinerary, sometimes called an "e-ticket," from the airline will not be accepted because proof of payment is not indicated.

International Air Travel and the Fly America Act

The Fly America Act should be followed when foreign travel is required. Federal regulations require that individuals whose travel is supported by federal funds use American flag carrier airlines. Most sponsored accounts have federal fund sources. If you have questions, please see our Administrative Coordinator before arranging air travel.

Automobile Insurance

JHU carries automobile insurance coverage; therefore, if you rent a car that is used for University business, DO NOT purchase additional insurance coverage. You will not be reimbursed for that purchase.

International Travel

The International Travel Registry provides an easy-to-use way for those traveling internationally on university-related business to register their travel plans.

In partnership with International SOS, registered travelers will receive assistance with pre-travel preparations, including notifications about the destination country, risks, and prevention measures.

Be sure to create your own Travel Profile so staff can contact and support you in the event that there is a natural disaster, political unrest or other emergency in locations where you travel.

For More Information

Contact Melissa Gibbins, Mechanical Engineering's Administrative Coordinator at [mgibbin1@jhu.edu](mailto:m gibbin1@jhu.edu) or visit her in Latrobe 223.

- [International Travel Registry](#)
- [Tax Exempt Certificate](#)
- [Top 12 – Graduate Students page](#) – Section 9 on Purchasing and Handling
- [Travel Policies](#)
- [World Travel Services](#)
- [Reimbursement Policies](#) - JHED ID sign-in required to view

Johns Hopkins University

Cash Accounting @ Garland Hall

3400 North Charles Street Room #32
Baltimore, MD 21218
Phone: 410-516-6874

Date: _____

Voucher VOID after 30 days

Petty Cash Voucher

DOLLAR LIMIT \$100

You must complete all fields marked with *

*Received By (print): _____

* Description/Purpose:

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Amount	Fund	Business Area	Cost Center or Internal Order	General Ledger

- Research Participants Only -

*SSN (Last 4 digits): _____ *Participant Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

*Total Amount: \$ _____

Dollar Amount (in words): _____

Charge to: _____

* Recipient Signature: _____ * Approver Signature: _____

* Approved By (print): _____ * Approver Phone Number: _____

The form should be hand carried to Garland Hall (Room #32), along with receipts, supporting documentation, and Picture ID to the reimbursement window **within 30 days.**