

Reimbursement of Aged Expenses

The **IRS** specifies that all business expenses must be submitted to the employer within 60 days.

Anything greater than 60 days is no longer a qualified business expense reimbursable under an accountable plan.

Vanderbilt allows for expenses up to 365 days to be submitted through the expense module. Anything aged 61-365 days is reported to HR/Payroll to be added to the individual's W-2 form as additional compensation.

[VU Travel & Expense Policy \(page 7\)](#)

- ✓ The individual seeking reimbursement must submit his or her own expense reports through the Oracle Expense module.
- ✓ Vanderbilt will reimburse travelers for qualified business expenses incurred **prior to travel**.
- ✓ Individuals must submit out-of-pocket reimbursement requests **within 60 days** of incurring the expense.
- ✓ Expenses not incurred within the previous **12 months are not reimbursable**.
- ✓ The Expense & Payment Cards team will report any reimbursement submitted outside of the 60-day window to Payroll as taxable income.

Your business unit may or may not allow (*and funding sources may dictate*) for an exception for reimbursement of expenses aged greater than 1 year. This would be a lump sum monetary bonus processed through HR/Payroll that would be taxable income. Please contact your dean's office and/or Chief Business Officer about any potential policy exceptions.