Important Information regarding deadlines for submitting Reimbursement of Expenditures

Timelines for Reimbursement of Expenditures from Professional Expense Reimbursements and Externally Funded Grants.

York is modifying its deadlines for submitting claims for reimbursement for expenditures charged against Professional Expense Reimbursement or externally funded grants.

Effective immediately, the following deadlines will apply to requests for reimbursement of expenditures from Professional Expense Reimbursement (PER) and externally funded grants:

1. Requests for such reimbursement must be submitted within 15 months of the expenditure; OR

2. In cases where the faculty member or librarian is on an approved leave or has exceptional circumstances meriting an extension of the deadline, requests for reimbursement must be submitted within 18 months of the expenditure. An explanation detailing the request for the time extension must accompany the request for reimbursement.

Requests for reimbursement from externally funded grant monies are subject to the deadlines set by the granting agency and, where such deadlines require shorter timelines for reimbursement than those set out above, the deadlines set by the granting agency take precedence; otherwise the timelines are those as set out above.

In particular, the deadlines set out above are not intended to replace deadlines set by the granting agency pertaining to the expiration of the grant.

Faculty members and librarians will be provided a one-time opportunity to resubmit requests for reimbursements that were previously denied on the basis of timelines and that would have been eligible within the new extended time frames. Such requests must be resubmitted to the Office of the Comptroller, General Accounting, no later than September 1, 2009.

Claims for reimbursement for expenditures other than those charged to a Professional Expense Reimbursement or to an externally funded grant must be submitted within 6 months.

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