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## **Timely Reimbursement of Expenses IST\_FN-09 Administrative Guideline**

[Penn State policy \(TR 02\)](#)

Penn State policy states that reimbursements should be processed within 60 days of the completion of travel.

The college will work with individuals who submit for reimbursement after 60 days but before 90 days after the completion of travel as long as there is a justification for the late submission that can be recorded with the transaction.

Requests submitted more than 90 days after the completion of travel may result in reimbursement requests not being processed.

Approved by: Dr. Andrew Sears, Dean, 05/01/17