

OREGON ACCOUNTING MANUAL

Subject: Accounting and Financial Reporting	Number: 45.40.00
Division: State Controller's Division	Effective date: February 27, 2008

Chapter: **Payroll**
 Part: **Reimbursement of Employee Expenses Through OSPA**
 Section:

Approved: John Radford, State Controller	Signature on file at SCD
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Authority **ORS 292.016**
ORS 292.018

Using OSPA to Pay Expense Reimbursements

- .101 The Oregon Statewide Payroll Application (OSPA) has functionality to process transactions for the reimbursement of employee expenses. Using OSPA may be a cost efficient way to reimburse employees as long as the payroll schedule provides acceptable timing for the reimbursement. When this functionality is used, expenses must be documented and their payment approved by the supervisor or other staff member charged with approving such payments before the payment is entered into OSPA. The approval and documentation requirements are the same as would be required if the payments were processed through accounts payable.

Retention of Documentation

- .102 The agency payroll unit will retain the supporting documentation for six years after the date of payment.