



The following are reminders regarding the purchase of goods, services and travel and apply to all Virginia Commonwealth University, Center on Health Disparities associates.

1. The Program Director will submit a detailed budget request for all travel and procurement at first knowledge of the need of services. The CoHD staff will respond to your request submitted within 5 business days.
2. The Program Director will submit all budget request changes as soon as possible including the original request with the highlighted changes.
3. Prior to making purchases or travel arrangements, the Program Director must receive a copy of their **approved** budget request.
4. All travelers will read, comply and acknowledge with their signature, that their understanding of the University policies. This must be done for each trip.
5. Any goods or items purchased (invoices for services performed, reimbursements for items purchased, etc.) without the submission of a pre-approved budget request will not be reimbursed.
6. All requests for exceptions **MUST** be submitted in writing to the CoHD staff.
7. The CoHD staff will respond to emergency requests as necessary. An emergency situation is an unexpected set of circumstances created by an **unplanned** event that requires immediate help/action/relief.
8. In order to receive reimbursement for the purchase of business meals, the receipt must be itemized and contain no alcohol. If alcohol is purchased during the meal, it must be on a separate receipt. If there is alcohol on the receipt that is submitted for reimbursement, **none** of the items will be reimbursed. There will be no reimbursement for alcohol.

The Center on Health Disparities staff would like to thank you in advance for adhering to these policies and procedures. These policies should not be unfamiliar, as they reflect Virginia Commonwealth University standards and protocol.

Nevertheless, as we have new scholars and PIs join the CoHD, we want to ensure that everyone is aware of them. A copy of these reminders will available on the CoHD Website and you will receive a copy. Please note this document is subject to be updated periodically as the need for clarification arises.

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