

## GIVING A GIFT?

When using AU funds to purchase a gift, please consider the following required information when requesting reimbursement or supplying documentation:



**1. ITEM COSTING < \$50 (EXCLUDES gift cards/gift certificates/cash)**

- Submit original receipt with recipients name - (employee's not taxed)

**2. ANY \$ VALUE GIFT CARD / GIFT CERTIFICATE / CASH OR ITEM ≥ \$50**

- Attach original receipt with recipients name

***MUST ALSO INCLUDE:***

- A. For CURRENT EMPLOYEES: (paid through Payroll): **AU ID number**. Employees will be taxed
- B. For NON EMPLOYEES: **Current W-9** or email from Accounts Payable confirming this documentation is on file.  
IF Non-employee Foreign Resident: **Current W-8BEN with original signature** or email from Accounts Payable. May also trigger a 30% tax charge to your department per U.S. Tax laws

***FAILURE TO SUBMIT PROPER DOCUMENTATION may cause the transactions to not be reimbursed, or charged to your personal account if purchased on the corporate card.***

For additional information call or email the current Travel and Expense Assistant (ext. 3323).