

# GIVING A GIFT?

Before purchasing a gift, please see the requirements of submission to ensure that you will be reimbursed.

**AS OF 3/10/22, GIFT CARDS, GIFT CERTIFICATES, OR CASH EQUIVALENTS ARE NO LONGER APPROVED AND WILL NO BE REIMBURSED.**

The following required information must be submitted when requesting reimbursement or supplying documentation for a charge:

**1. ITEM COSTING < \$100**

- Submit original receipt with recipients name - (if employee, they are not taxed)

**2. ITEM ≥ \$100**

- Attach original receipt with recipient's name and:

***MUST ALSO INCLUDE:***

- A. For AU EMPLOYEES (currently being 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).