



SAO - FINANCIAL MANAGEMENT DEPARTMENT

DATE: May 1st, 2020
TO: DAs & DMs
SUBJECT: Miscellaneous Reimbursements to Non-Employees

Dear Colleagues,

Smithsonian Directive 302 (please see attachment) prohibits miscellaneous reimbursements to non-employees, including reimbursement for any local travel expenses. If a fellow, research associate, visiting scientist, intern or volunteer would like to attend a conference or virtual conference in support of SAO research, please submit a purchase requisition *in advance* for payment of registration fees directly to the conference organizers. SAO cannot reimburse non-employees for any expenses incurred outside of Temporary Duty (TDY) travel.

We recently confirmed with colleagues in the Smithsonian Office of Planning, Management and Budget, the Office of Contracting, and the Office of Finance and Accounting that miscellaneous reimbursements to non-employees are prohibited. They could not grant any exceptions, even to research associates serving as principal investigators on SAO awards.

If the fellow is unable to obtain a purchase requisition with a conference organizer than the alternative method is to process the reimbursement through the fellows' stipend PO via the stipend information sheet. The reimbursement will be included in the fellows' stipend payments and will create a taxable event.

Please communicate this policy to department/divisional staff.

If you have any questions or concerns please contact Christine Crowley (617-495-7103) or Ria Jaww (617-495-7322).

Thank you
Karen McLaine

Attachment:
Smithsonian Directives 302