PRO-U5348.12A REIMBURSING EMPLOYEES

This procedure applies to faculty, staff, and students who have purchased eligible goods for university use using personal funds.

**Action by:**

- **University Employee**
  1. Purchases allowable goods using personal funds.
  2. Completes Services/Reimbursement Form.
  3. Attaches receipts for purchases to be reimbursed.
  4. Submits for approval.
     
     **Note:** Approver must be other than employee requesting reimbursement.

- **Financial Manager or Budget Authority**
  5. Approves purchase and returns form to employee.

- **University Employee**
  6. Retains pink copy for department records and submits Services/Reimbursement form to Purchasing.
     
     6a. If reimbursement total is $75 or less and employee is requesting cash reimbursement delivers Services/Reimbursement form to University Cashier.

- **Purchasing**
  7. Reviews Services/Reimbursement form and accompanying receipts.
     
     7a. If form is not complete, is not in compliance with policy, or is not approved by Financial Manager or Budget Authority other than the requesting employee, returns the form to the employee and explains the reason.

  8. Processes reimbursement request and delivers check to address indicated on the Services/Reimbursement form.

  9. Files Services/Reimbursement Form and receipts.

- **University Cashier**
  10. Reviews Services/Reimbursement form and accompanying receipts.
PROCEDURE

**Action by:**

**Action:**

10a. If form is not complete, is not in compliance with policy, or is not approved by Financial Manager or Budget Authority other than the requesting employee, **returns** the form to the employee and **explains** the reason.

11. **Delivers** cash to employee and **obtains** employee’s signature for receipt of cash on the Services/Reimbursement form.

12. **Initials** form and **files** form and receipts in the daily work.

13. If check has been sent to University Cashier, **informs** employee when reimbursement check is available to be picked up/cashed at the University Cashier.