EXPENSE REFUNDS

Determine the expense and chartfield to which the deposit relates – be sure to consider any changes due to E2Es.

Complete the Cash Expense Refund form (www.fa.ufl.edu/forms under Purchasing and Disbursement Services) and attach a copy of the form to the original voucher, journal, or expense report.

Is the original expense related to travel?

- **YES**: Restrictively endorse the check, then send the check and Cash Expense Refund form to the Travel Office – PO Box 115350, 114 Elmore Hall. Do not deposit into PeopleSoft.

- **NO**: Is the original expense related to a grant fund (201, 209, 211, 212, 213, 214)?

  - **YES**: Restrictively endorse the check, then send the check and Cash Expense Refund form to the appropriate C&G Office (for funds 201, 209, 211, 212, 213) or Office of Research (fund 214). Do not deposit into PeopleSoft.

  - **NO**: Use the same chartfield information as the original expenditure

DON'T FORGET TO INPUT THE VOUCHER NUMBER, JOURNAL ID, OR EXPENSE REPORT NUMBER IN THE REFERENCE FIELD WHEN ENTERING THE DEPOSIT INTO PEOPLESOFT !!!