

The following are allowable as employee reimbursements:

1. Allowable business hosting expenses. This includes all food purchases, luncheons, retreats, and entertainment.
2. In an emergency or when traveling for the University, it may become necessary for a faculty/staff member to pay for materials or services from their personal funds with the expectation that they will be reimbursed by the University for the purchase.
3. Licenses, dues, memberships and submission of research papers/payment for review services.
4. *Whenever a PCard is not accepted by the vendor.*

The following are **NOT** allowable as employee reimbursements:

1. IT Equipment. All IT equipment must be purchased using UF procurement mechanisms to ensure all applicable UF IT standards are met;
2. Clothing;
3. Contractual Services (except with approval from the Director or Associate Director of Procurement Services);
4. Any other commodities or contractual services that are required to be processed on a requisition/PO or PCard.
5. Sales tax that would have been avoided if normal University purchasing processes had been followed (**Sales tax must be deducted from unallowable reimbursements.**)
6. *Any reimbursement greater than \$50.*

Non-compliance with UF policy:

1. **First Infraction** – reminder of UF policy and *employee will be asked to return any sales tax reimbursed.*
2. **Second Infraction** – allowed with a justification along with a second reminder of UF policy and *employee will be asked to return any sales tax reimbursed.*
3. **Third Infraction** – will ask for all monies paid to the employee to be refunded to UF. If not repaid in a timely manner, the amount of the payment will be reported on the employee's W2 as taxable income.

UF ADMINISTRATIVE MEMO
Revised August 20 2019

Employee Reimbursements Policy

The following is the policy for employee reimbursements related to the existing University Disbursements directives. The goal of this policy is to better clarify the University's guidelines for other employee reimbursements, those that do not involve travel or business hosting. The full policy can be found on the Finance and Accounting, University Disbursements website at <http://www.fa.ufl.edu/directives-and-procedures/disbursements/>.

Contact Us

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or call (352) 294-1114 with any questions regarding this policy.



Employee Reimbursements

The University of Florida reimburses faculty, staff, and others for reasonable and necessary expenses incurred in connection with approved travel or business hosting on behalf of the University. This policy relates to other reimbursements to employees.

Definition: Reimbursement to an employee for other than travel or non-business hosting expenses incurred in connection with authorized university business. *Employee reimbursements should be used for small, out-of-pocket purchases only when the university's preferred purchasing methods cannot be utilized.*

All disbursements and expenditures must have written documentation suitable for auditing purposes. For this reason, the purpose of having an itemized receipt is for proper auditing and accounting disclosure of traceable supporting documentation. Without an itemized receipt, it would not be possible to determine if a good/service is allowable.

Guidelines:

In general, it is the policy of the University that all purchases should be made through UF procurement mechanisms (PO or Pcard). The use of UF procurement mechanisms ensures that the purchase has received the appropriate review for compliance with all pertinent State laws, regulations and University policies, and that the University has achieved the best value.

It is incumbent upon each department to have effective purchasing processes in place that allows for preferred purchasing methods to be utilized.

Therefore, it is important that employees utilize normal purchasing and PCard processes (UF PCard Policy) or that prior to the purchase, the individual seek confirmation that the purchase is, in fact, appropriate for reimbursement by the University.

If department authorities deem that the purchase is unallowable and should have utilized normal purchasing or PCard processes, the purchase should not be processed for reimbursement. Contact Disbursement Services for guidance on the allowability of any transaction.

Because of IRS regulations, all employee reimbursements must be submitted in the myUFL accounting system **no later than 60 days after the expenses were paid**. If expense reimbursements are not submitted and approved within the 60 day limit, the amount ultimately paid to the employee will be included in the employee's annual W-2 as taxable income.

NOTE: This and other Administrative Memos are maintained at:
<http://administrativememo.ufl.edu>
(ALL ATTACHMENTS TO ORIGINAL MEMOS ARE POSTED HERE)

Directives and Procedures (D&P's) Expenditure Policy

General Guidelines

Items NEVER allowed, regardless of UF funding source:

- a. Private Club memberships.
- b. Lavish or extravagant entertainment, including service of alcohol.

Items for personal benefit to an individual (other than incidental benefit) – Examples of items that are **not permitted**:

- a. Personal fans or heaters
- b. Wall hangings or
- c. Decorations for (personal) offices, microwaves for (personal) use.
- d. Personal fines or fees of an employee, etc.

All transactions must comply with:

- a. Competitive procurement process (including bid/quote limits).
- b. Contract and requisition business rules.
- c. Limitations on unencumbered expenses.
- d. Travel directives on reimbursement, including pre-approval and reimbursement in myUFL.