

University Controller's Office
Employee Reimbursement (non-travel) Matrix

(Note: Employee reimbursements should only be used if there is no other viable payment method available, this is the exception and not the norm.)

Expense Type <i>(Use the type of the Expense as the first word when entering the description)</i>	Description	Description Short Name	Account Code	Attachments Needed (All in ONE document)	Special Instruction
Supplies	Reimbursements to Employees for Supplies which are used in conjunction with their job	Supplies	- 59540 Athletic Supplies - 53009 Miscellaneous Supplies - 53001 Office Supplies	1 - Itemized receipts and proof of payment	Reimbursements should be the exception and not the norm, please use department purchasing cards.
Food	Reimbursements to Employees Food and Meals which are in conjunction with their job.	Food	- 53005 Food	1 - Itemized receipts and proof of payment 2 - Food approval memo (<i>memo must be signed by VP level or higher</i>) ** This will be routed to Purchasing for approval.	Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval.
Memberships/Subscriptions/Non-Travel Registration	Reimbursements to Employees for membership, subscription dues and non-travel registration which are a necessary part of their jobs and a benefit to the University.	Membership/Subscription/Non-Travel Registration	- 54111 Membership Dues - 54112 Non-Travel Registration - 54114 Subscriptions	1 - Itemized receipts and proof of payment 2 - (Memberships Only) Justification memo with explaining how membership is reasonable, justifiable and necessary to benefit the University and not just the individual. Approvals for payment as follows: <i>Deans/VP - Approved by Supervisor, Faculty - Approved by Deans or designee, Staff - Approved by VP, Dean or designee</i>	Reimbursements should be the exception and not the norm, please use department purchasing cards. Please note that registration is considered non-travel only when the registrant will not be under a travel status when attending the conference.
Computer Software under \$1000 and Computer Hardware under \$5000	Reimbursements made for computer software purchases under \$1000 and computer hardware under \$5000.	Computer Software/Hardware	- 53030 Computer Hardware under \$5000 - 53031 Computer Software	1 - Itemized receipts and proof of payment	
Study Abroad - PLEF	Reimbursements made to employee program leaders for study abroad expenses outlined under the program leader expense form.	Study Abroad	- 52092 Global/Domestic Study Programs	1 - Invoice or Study Abroad Agreement 2- Program Leader Expense Form (PLEF) 3- OANDA conversion for each receipt when receipt is in a foreign currency. The OANDA must be for the date of the receipt.	U.S. Department of State Per Diem Financial Arrangments for Faculty/Staff-Led Overseas Programs
Licenses and Fees	Payments made to employees for licenses and fees that benefit the University.	Licenses and Fees	- 54110 Licenses and Fees	1 - Itemized receipts and proof of payment	1 - Invoice or a Licensing Registration Form 2- Certification Memo
Furniture	Payments made to employees for furniture that benefits the University.	Furniture	- 53023 Furniture	1 - Itemized receipts and proof of payment	
Postage	Payments made to employees for postage that benefits the University.	Postage	- 52010 Postage	1 - Itemized receipts and proof of payment	
Cellphone and Monthly Internet Services	Payments made to employees for monthly internet services and telephone which are in conjunction with their job.	Cellphone/Internet	- 52037 Cellphone - 52036 Monthly Internet Services	1 - Itemized receipts and proof of payment	