Subject: FY 21-22 Employee Reimbursement Policy

**#Everyone**

**Dear Psychiatry Faculty & Staff**

This policy is for personal reimbursements **NOT** related to travel or business hosting.

**Definition:**  Reimbursement to an employee for other than travel or 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. A justification is required when not using UF preferred methods***

**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.

* Examples of **Allowable** Expenses:
* Less than $50
* Business hosting (including food purchases for recruitment dinners, retreats, luncheons)
* In an emergency or when traveling for the University
* Licenses, dues, memberships, research submission papers, etc. when pcards are not accepted by the vendor

**Note**: **If expense reimbursements are not submitted and approved within 60 days, the amount ultimately paid to the employee will be included in the employee’s annual W-2 as taxable income.**

Examples of **Unallowable** Expenses:

* IT equipment
* Clothing
* Contractual Services
* Any other commodities or services required to be processed through a purchase order or pcard
* Sales tax that would have been avoided during the normal University purchasing processes

UF Consequences for Non-Compliance: **(note: sales tax will not be reimbursed)**

* First Infraction – Reminder of the Policy, Pay Employee Reimbursement
* Second Infraction – Required Justification from Supervisor and Second Reminder of Policy, Pay Employee Reimbursement
* Third Infraction – Notification to Supervisor, Division Chief and Employee Reimbursement must be refunded to the University. If not repaid in a timely manner, the amount of the payment will be reported as income on the employee’s W-2.

The entire policy can be found at: [Employee Reimbursements – Finance & Accounting (ufl.edu)](https://www.fa.ufl.edu/directives/employee-reimbursements/)

Please contact Tina Green at (352)594-4261 with any questions or for more information. Thank you.