

Department of Psychiatry: FY 24-25 UF Employee Reimbursement Policy

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

General Reimbursements for expenses personally paid by University employees or other individuals conducting official business, may be processed in UF GO via a General Reimbursement (Non-Travel) Expense Report with all necessary supporting documentation to include itemized receipt(s) showing the breakdown of types of goods/services paid (See General Reimbursement – Create and Submit a Report for General Reimbursement; <https://hr.ufl.edu/professional-development/toolkits/uf-go-toolkit/expense/>).

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***

- Examples of **Allowable** Expenses:

- Allowable business hosting expenses (i.e., food purchases, luncheons, retreats, and entertainment)
- Licenses, dues, memberships, and submission of research papers/payment for review services
- Poster, manuscript, or other material printing services
- Whenever a PCard is not accepted by the supplier
- In an emergency when it may become necessary to pay for materials or services from personal funds

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. All IT equipment must be purchased using UF procurement mechanisms to ensure all applicable UF IT standards are met
- Clothing
- Contractual Services (except with approval from the Director or Associate Director of Procurement Services)
- Any other commodities or contractual services that are required to be processed on a requisition/Purchase Order (PO)
- Sales tax that would have been avoided if normal University purchasing processes had been followed

The entire policy can be found at: <https://cfo.ufl.edu/initiatives/uf-go/travel/directives/#general>

Please contact Psych-Fiscal@ad.ufl.edu with any questions or for more information. Thank you.