

# *Tips from the Finance Office—January 2020*

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## **Employee Reimbursements**

A UF Pcard or myUFmarket is preferred (and in some cases required) when purchasing items for UF business purposes. An employee may pay with personal funds and seek reimbursement for the items below. All UF purchases require a UF business purpose and a detailed receipt.

### **Allowable Employee Reimbursements**

- Food purchases (Up to 15% is reimbursable for tips-based on subtotal before taxes and delivery charge.) An attendees list is required
- In an emergency (justification needed) or during approved travel
- Licenses, dues, memberships and submission of research papers
- When a PCard is not accepted by the supplier

### **Not Allowable for Reimbursement**

- IT Equipment
- Clothing
- Contractual Services
- Commodities or contractual services that require a PO
- Sales tax that would have been avoided if normal University purchasing process had been followed (i.e. items that could have been purchased with a PCard at Lowes, Office Depot, etc.)
- Any reimbursement greater than \$50

See complete directive for additional information: <http://www.fa.ufl.edu/directives/employee-reimbursements/>, <https://www.eng.ufl.edu/finance/wp-content/uploads/sites/36/2019/12/FINAL-HWCOE-AP-2020-01-Business-Entertainment-Original-Effective-12012019.pdf>

This document may also be accessed online at <https://mse.ufl.edu/msene-procurement-tipsheets/>.

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