

## Guidelines for Employee Reimbursements:

Non-travel reimbursements to an employee for expenses incurred in connection with authorized university business can be claimed when expenses meet the following university guidelines:

- Budget authority must be available to support the proposed expenditure.
- All expenditures must have written justification suitable for auditing purposes.
- Expenditures should follow appropriate university guidelines based on the funding source.
- Reimbursements should not exceed \$200.
- Original receipts are required.
- It is essential to follow the UNF Expenditure Matrix guidelines. A justification is required if standard Procurement procedures are not followed.