

University Controller's Office
Student (non-employee) Reimbursement Matrix

(Note: Student (non-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	Description	Description Short Name	Dollar Limits	Account Code	Supplier (Yes/No)	Attachments Needed (All in ONE document)	Special Instruction
Student Reimbursements Supplies/Fees	Reimbursements to Students for Supplies and Fees.	Reimbursement	No dollar limit	- Various (See 53XXX Account Codes Series)	No	1 - Itemized receipts and proof of payment	Reimbursements should be the exception and not the norm, please use department purchasing cards.
Student Reimbursement Food	Reimbursements to Students for Food and Meals.	Reimbursement	No dollar limit	- 53005 Food	No	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 email by Contracts and Grants. Z funds are exempt from this approval.
Student Reimbursement Memberships	Reimbursements to Students for membership dues.	Reimbursement	No dollar limit	- 54111 Membership Dues	No	1 - Itemized receipts and proof of payment 2 - Membership Justification memo with explanation 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,</i> <i>Faculty - Approved by Deans or designee,</i> <i>Staff - Approved by VP, Dean or designee</i>	Reimbursements should be the exception and not the norm, please use department purchasing cards.