- **There are times when reimbursements are due for out-of-pocket expenses made on behalf of Florida Polytechnic University.**

- **Expense reports can only be completed for FPU employees.**

- **Reimbursements for non-employees are completed as ad hoc payments.**

Steps:

1. Non-Employee Reimbursements-
    a. Submit the following to Accounts Payable:
        i. Name (payable to)
        ii. Address (where to mail the check)
        iii. Worktag(s) & spend category/categories
        iv. Itemization of charges
        v. Backup receipts showing payment
        vi. Maps if mileage is being reimbursed
        vii. Any information that will help clarify the purpose of the expense and why it is being reimbursed

    b. All travel should be approved in advance by your department. Please include any correspondence indicating approval of the travel with your submittal.
    c. Once submitted by Accounts Payable, ad hoc payments will route to the cost center manager for approval prior to payment.
2. Non-Travel Employee Reimbursements-
    a. Enter in Workday as an expense report with the business purpose of Ecard & Non-Travel Purchases. Since this is not travel related, a spend authorization is not required. In the memo, explain that the purchase was paid for with your own personal funds, what was bought, and how it is necessary for work.
    b. Keep in mind that Florida Polytechnic University is exempt from paying sales tax in the State of Florida.