

Reimbursement Procedures

Occasionally, an EAC member will be asked to purchase approved materials & supplies for an event. Following are the procedures to request reimbursement for purchases where the employee has used personal funds to acquire such goods.

1. **Petty Cash** - The purpose of the petty cash fund is to meet the needs of UCAR personnel encountering authorized business related expenses, allowable for reimbursement through petty cash, limited to the maximum amount of \$100.00 per receipt, per vendor, per day. Receipts may be combined on one petty cash voucher. However, the limit per person, per day is \$200.

- A pre-numbered form may be acquired from any Front Desk Petty Cash Custodian.
- The form should be filled out, signed and sent, along with **original** purchase receipts, to the EAC Treasurer (currently Dee Huddle at CG4 2106)
- The EAC Treasurer will review and approve allowable expenses and return the paperwork to the requester.
- The completed form may be presented to any Front Desk Petty Cash Custodian for reimbursement.

2. **Check Request** - A reimbursement may be requested through Accounts Payable, using the check request form provided on the B&F Forms Library web site.

- The check request form may be obtained at:

https://www.fin.ucar.edu/forms/internal/FINANCE/ckreq_form/ckreq_form.shtml

- The form should be filled out, signed and sent, along with **original** purchase receipts, to the EAC Treasurer (currently Dee Huddle at CG4 2106)
- The EAC Treasurer will review and approve allowable expenses and forward the form to Accounts Payable for processing.

- If the employee does not already take advantage of direct deposit, he/she may set this up using the authorization form provided on the B&F Forms Library web site at:

https://www.fin.ucar.edu/forms/internal/FINANCE/all_eft_form/all_eft_form.shtml