## Employee Reimbursement (non-travel) Matrix

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Description</th>
<th>Description Short Name</th>
<th>Account Code</th>
<th>Attachments Needed</th>
<th>Special Instruction</th>
</tr>
</thead>
</table>
| Supplies     | Reimbursements to Employees for Supplies which are used in conjunction with their job | Supplies      | - 59540 Athletic Supplies  
- 59009 Miscellaneous Supplies  
- 53001 Office Supplies | 1 - Itemized receipts and proof of payment | Reimbursements should be the exception and not the norm, please use department purchasing cards. |
| Food         | Reimbursements to Employees Food and Meals which are in conjunction with their job. | Food          | - 53005 Food          | 1 - Itemized receipts and proof of payment  
2 - Food approval memo (memo must be signed by VP level or higher) | Food approval memo applies to all A, D, E, C, and R Funds. Grant funds will be approved through workflow by Contracts and Grants. Z funds are exempt from this approval. |
| Memberships/Subscriptions/Non-Travel Registration | Reimbursements to Employees for membership, subscription dues and non-travel registration which are a necessary part of their jobs and a benefit to the University. | Membership/Subscription/Non-Travel Registration | - 54111 Membership Dues  
- 54112 Non-Travel Registration  
- 54114 Subscriptions | 1 - Itemized receipts and proof of payment  
2 - (Membership Only) Justification memo with explaining how membership is reasonable, justifiable and necessary to benefit the University and not just the individual. | Reimbursements should be the exception and not the norm, please use department purchasing cards. Please note that registration is considered non-travel only when the registrant will not be under a travel status when attending the conference. |
| Computer Software and Computer Hardware under $5000 | Reimbursements made for computer software purchases and computer hardware under $5000. | Computer Software/Hardware | - 53030 Computer Hardware under $5000  
- 53031 Computer Software | 1 - Itemized receipts and proof of payment | U.S. Department of State Per Diem Financial Arrangements for Faculty/Staff-Led Overseas Programs |
| Study Abroad - PLEF | Reimbursements made to employee program leaders for study abroad expenses outlined under the program leader expense form. | Study Abroad | - 52092 Global/Domestic Study Programs | 1 - Invoice or Study Abroad Agreement  
2- Program Leader Expense Form (PLEF)  
3- OANDA conversion for each receipt when receipt is in a foreign currency. The OANDA must be for the date of the receipt. | |
| Licenses and Fees | Payments made to employees for licenses and fees that benefit the University. | Licenses and Fees | - 54110 Licenses and Fees | 1 - Itemized receipts and proof of payment  
1 - Invoice or a Licensing Registration Form  
2- Certification Memo | |
| Furniture | Payments made to employees for furniture that benefits the University. | Furniture | - 53023 Furniture | 1 - Itemized receipts and proof of payment | |
| Postage | Payments made to employees for postage that benefits the University. | Postage | - 52010 Postage | 1 - Itemized receipts and proof of payment | |
| Cellphone and Internet Monthly Services | Payments made to employees for monthly internet services and telephone which are in conjunction with their job. | Cellphone/Internet | - 52037 Cellphone  
- 52036 Monthly Internet Services | 1 - Itemized receipts and proof of payment | |