Reimbursing University Employees

All purchases/expenses must be pre-authorized by an immediate supervisor.

Is expense $100 or under and a local travel/entertainment expense or other eligible expense?  
- **YES:** Within 5 days of incurred expense, individual or Proxy creates an Expense Report in NUFinancials, scans/uploads receipts, checks budget and submits.
  
  Supervisor approves electronically; in some cases, additional approvals may be required.

Sponsored chart string?

Send to ASRSP for approval, they will forward to Accounts Payable.

Send signed Expense Report and Expense receipt pages to Accounts Payable.

Accounts Payable reviews and disperses the funds using direct deposit information on file in Payroll (FASIS).

PAY FOR SERVICE

Submit to dept. Petty Cash Custodian.

Petty Cash Custodian walks DPR to Depository Services office to replenish their petty cash box; Bursar reviews the paperwork and if appropriate, will approve and reimburse custodian’s box. From that point, the Bursar turns that paperwork in to Accounting Services and the chart strings associated with the individual receipts are charged.

PROCESS SERVICE

Complete a Petty Cash Pay-out Form with full description.

Attach receipts and submit to designated approver in dept./school.

Complete a Petty Cash Pay-out Form with full description.

Applicable Policy/Training Notes

Financial Policies and Procedures - Personal Funds
Travel Policy for Non-University Personnel
Purchasing Policy: Item AS: Non-travel reimbursements – Advancing Personal Funds
Travel Policy

Financial Policies and Procedures: Expense Reimbursements
Depository Services (formerly known as the University Bursar)
Financial Policies and Procedures: Reimbursement from Petty Cash
Financial Policies and Procedures: Payment for Other Goods & Services - Petty Cash
Cash Handling manual

- Process Map created in partnership between HR Learning & Organization Development, Financial Operations and Accounting Services, Purchasing Resource Services, Accounts Payable, and Accounting Services for Research and Sponsored Programs.
- Please share your feedback about this Process Map by completing a brief survey.