



**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 - should be the exception, not the norm)

Expense Type	Description	Description Short Name	Dollar Limit	Account Code	Supplier (Yes/No)	Attachments Needed (All in ONE document)	Special Instruction
Student Reimbursements Supplies/Fees	Reimbursements to students for supplies & fees	Reimbursement	No dollar limit	• Various (See 53xxx account code series)	No	1. Itemized receipts and proof of payment	Reimbursements should be the exception and not the normal business process, please use department Purchasing Card
Student Reimbursements Food	Reimbursements to students for food and meals	Reimbursement	No dollar limit	• 53005 Food	No	1. Itemized receipts and proof of payment 2. Personal consumption memo (signed by VP level or higher) **This will be routed to Purchasing for approval	Personal consumption memo applies to all A, D, E, C & R Funds. Grant funds will be approved through email by GFM. Z funds are exempt from this approval requirement.
Student Reimbursements 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 that membership is reasonable, justifiable & necessary to benefit the University and not just the individual Approvals for payment as follows: Deans/VP - approved by supervisor Faculty - approved by Dean or designee Staff - approved by VP, Dean or designee	Reimbursements should be the exception and not the normal business process.