

Refunds and Reimbursements

Reimbursement to DeptID/ProjID Holders (Non-Travel)

DeptID/ProjID holders must have their supervisor's approval for reimbursements to themselves, and cannot be processed without the additional approval.

This approval may be obtained through the EIS ePro system by the ePro coordinator inserting the Ad Hoc approval prior to submitting the requisition. In this case, the approval should be added after the "Department Manager" (DeptID/ProjID holder) in the ePro Requisition Workflow. The alternative is for the department to obtain approval in the form of an email and to electronically attach it to the requisition.

Refunds from UNT System Funds

Refunds for payments made from the UNT System, except for those related to student class registrations or withdrawals, are processed through Payment Services on a Payment Request Form. These are considered a reduction to revenue and cannot be handled on an ePro requisition. Please use the [Payment Request Form](#), and forward to [Payment Services](#).

If you have any questions regarding refunds, please call [Payment Services](#).

Reimbursement to Employees (Non-Travel)

Employees should **not pay** out of pocket expenses and expect reimbursement from UNT System. Approved purchase procedures should be followed because not all requests for reimbursements will be approved. See [After-the-Fact Orders](#).

However, if an emergency situation occurs that necessitates the employee purchasing goods for reimbursement, the following rules will apply in order to obtain reimbursement:

- Employees MUST follow all Procurement Services regulations required of the particular type of purchase and fund source being used.
- Employees will only be reimbursed for sales tax for off-campus business meals on local department IDs.
- Employees will not be reimbursed for payments to an independent contractor.
- Employees will be reimbursed for payments to individuals for services, regardless of the source of funds, only if a true emergency exists.
- Employees should request reimbursements within 60 days from the date expenses were incurred.

Note: Purchases made in July and/or August should be submitted for reimbursement no later than 30 days after UNT System fiscal year-end, August 31, so that the expenditures can be charged to the appropriate fiscal year. Under IRS regulations, expense reimbursements that are not made to an employee within a reasonable period of time (60 days) may be reported as income on the W-2 and subject to withholding and all payroll taxes.

- Employees are required to provide explicit receipt documentation which serves as an invoice. The receipts must have all the attributes of a standard invoice (name and location of the vendor, date of purchase, amount paid). Proof of payment will also be required. Copies of receipts may be submitted electronically with the ePro requisition.
- Employees must follow food procedures for food related reimbursements. Exorbitant expenditures for food may be reportable to the IRS as income. See [Food Purchases](#).
- The purpose, and reason for the emergency expenditure, must be included on the requisition in Justification/Comments or attached.
- This procedure does not pertain to employee travel items. See [Travel](#) on the UNT System Business Support Services webpage.

- This procedure does not pertain to student refunds, unless it is a reimbursement for items purchased on behalf of UNT System and the student is also an employee.
- If a non-employee purchases something on behalf of UNT System, file the reimbursement on a purchase order. All items above apply, except/or in addition to the following:
 - If tax issues are involved, the filing will be accomplished on a 1099.
 - A statement explaining why the non-employee made a purchase is required.

This procedure does not apply to refunds for items employee or individuals paid to UNT System.