

From: UF Administrative Memo - Self-subscribers
To: ADMINISTRATIVE-MEMO-L@LISTS.UFL.EDU
Subject: UF Administrative Memo: Timeliness of Travel, Entertainment and Employee Reimbursements
Date: Monday, June 25, 2018 8:46:03 AM

DATE:
June 25, 2018

UF ADMINISTRATIVE MEMO

FROM:
Alan M. West, Assistant Vice President and University Controller

SUBJECT:
Timeliness of Travel, Entertainment and Employee Reimbursements

Internal Revenue Service (IRS) Publication 463 provides requirements that must be met for employee reimbursements to be considered non-taxable. The University of Florida must comply with these requirements to ensure the tax-exempt status of the University's employee reimbursement plan is not jeopardized.

Beginning July 1, 2018 the University is standardizing the expense reimbursement process to address the timeliness of reimbursements and match the requirements detailed by IRS Publication 463 for all employee reimbursements.

All expense reports for travel or other employee reimbursements must be submitted and approved in the myUFL accounting system in accordance with the following rules:

1. Employee must adequately account for the expenses within a reasonable time, defined by IRS Publication 463 as **no later than 60 days after the expenses were paid or after the date of return from travel.**
2. All expenses must have a business connection and been incurred on behalf of the University or Direct Support Organizations.

If expense reimbursements are not submitted and approved within the 60 day limit, the amount ultimately paid to the employee will be included in the employee's annual W-2 as taxable income.

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Timeliness of Travel Advance Settlements

Per the State of Florida Disbursements Guide, any traveler who have received a travel advance must complete a travel reimbursement form and submit it to the University within 10 workdays of the traveler's return. Employees must return

any excess reimbursement or allowance within a reasonable time. Defined by the State of Florida Disbursements Guide, these items should be accounted for **within 10 days after the expenses were paid or after the date of return from travel and no later than 30 days after the expense was paid or incurred.**

Please contact Randy Staples, Associate Controller of University Disbursements, at 392-1241 with any questions or for more information.

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(ALL ATTACHMENTS TO ORIGINAL MEMOS ARE POSTED HERE)

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