Business Office  
Phone: 218-0483  
Email: [**CHS-Business-Orders@uky.edu**](mailto:CHS-Business-Orders@uky.edu)  
Get forms online: [**http://bit.ly/chs\_forms**](http://bit.ly/chs_forms)

How To Complete an Employee Reimbursement (not travel) Process

***All orders should flow through the Division’s Staff Support***

1. The Staff Support completes an order form.



* 1. Include Vendor/Employee Name, Address and Telephone Number.
     1. The address on the forms must match the vendor address in the system. Please check with Ruth or Katie if you aren’t sure which address to use.
  2. Include Requestors name and telephone number and ship-to address.
  3. Be sure to include the purpose of the purchase.
  4. Don’t forget a cost center (it needs to be the number, not the name of the account)

1. In order to reimburse an employee for a purchase, we will need a Request for Employee Reimbursement Form completed an Order Form, and the original receipt.



1. Get appropriate electronic signatures on the reimbursement form and the order form. The Business Officer needs to sign as the Approving Official on the reimbursement form.
2. Submit forms electronically to the Business Office email ([CHS-Business-Orders@uky.edu](mailto:CHS-Business-Orders@uky.edu)) with all necessary attachments (original receipts may be required for processing).
3. Business Office approves and completes the PRD.

***Any follow-up queries should come from the Staff Support to Ruth or Katie in the Business Office.***

**University Business Procedure:** [**http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf**](http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-3.pdf)