

Reduction / Reimbursement deposits

Any **non-grant** related deposits should be applied as revenue and are considered a **reimbursement** to the university if an employee of the university is asked to travel to be a presenter, or as a consultant, presenting information obtained/learned as part of a University of Kentucky study or business practice, or is traveling “on behalf of the university”, and all or part of the travel expenses are reimbursed by a 3rd party. The funds must be recorded as revenue to the University of Kentucky and should be recorded on a revenue accepting cost center. If the department does not have a revenue accepting cost center the funds should be recorded on the originating expense cost center using the 449030 (other revenue) G/L.

Any **non-grant** related deposits can be applied as a direct **reduction of expense** by applying the funds to the exact accounting of the originating expense **if** the originating expense is recorded in the current fiscal year (July-June) **and** it meets the criteria below:

- When an employee charges expenses to the university and is traveling as a member of a board of directors of an outside company or non-University of Kentucky organization. This travel is for said company or organization but not required by the University and the traveler is being reimbursed for their expenses by a 3rd party.
- When an expense is refunded due to an overpayment, duplicate payment, or return.
- When a pro card is used in error.
- When an automatic charge is applied to the pro card and is a personal expense (example, a motor vehicle citation while using a rental car).
- 3rd party Boone Center charge.
- When a personal charge is applied to a pro card that is not permitted by the university (i.e. alcohol, room service, or movie rental).
- When faculty or employees travel is reimbursed by a 3rd party and the purpose of the trip is clearly “not on behalf” of the university (i.e. not part of their job function/job description).
- When banking fees are assessed to funds paid to the university (example, credit card fees).

If the expense was recorded in a previous fiscal year the deposit can not be recorded directly against the original expense. It must be recorded as revenue in the new year and use the 449050 G/L

****KMSF deposits are exempt of the old year rule****

To aid in the approval of your reduction/reimbursement please complete the information below and submit this form with your deposit transmittal and originating expense receipts.

****If the deposit is made by any deposit process other than depositing at the Treasury Services window, please email the documentation to Treasury.Services@uky.edu.****

Document number of pro card edit or record of originating expense:

Date of originating expense:

Originating expense G/L & Cost center:

Purpose of originating expense:

Purpose of repayment: