



**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
<b>Student Reimbursements Supplies/Fees</b>	Reimbursements to students for supplies & fees	Reimbursement	No dollar limit	• <b>Various</b> (See 53xxx account code series)	<b>No</b>	1. Itemized receipts and proof of payment	Reimbursements should be the exception and not the normal business process, please use department Purchasing Card
<b>Student Reimbursements Food</b>	Reimbursements to students for food and meals	Reimbursement	No dollar limit	• <b>53005</b> Food	<b>No</b>	1. Itemized receipts and proof of payment 2. Personal consumption memo (signed by VP level or higher) <b>**This will be routed to Purchasing for approval</b>	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.
<b>Student Reimbursements Memberships</b>	Reimbursements to students for membership dues	Reimbursement	No dollar limit	• <b>54111</b> Membership Dues	<b>No</b>	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  <b>Approvals for payment as follows:</b> 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.