Clear Form

EXPENSE REFUND

UNIVERSITY OF FLORIDA

GENERAL INSTRUCTIONS

For ALL Expense Refund Deposits	1. **Restrictively Endorse the check and remit to the bank** for deposit. 2. **Enter a deposit in myUFL**. Upload the Expense Refund form to OnBase as backup for deposit in myUFL. 3. Upload support documentation to the original expense report in myUFL. 4. If the deposit has a budget error due to project-related issues, please contact the grant accountant via the link below: https://research.ufl.edu/cg/teams.html 5. If you need assistance recording the deposit, please visit Recording Cash and Check Deposits - MyUFL or contact Banking & Merchants Services at 352-392-9057
If your department is unable to complete deposits	1. Travel Office will enter the deposit in myUFL. 2. Forward the endorsed check and completed Expense Refund form to PO Box 115350, 116 Elmore Hall. 3. Upload support documentation to the original expense report in UF GO.

ORIGINAL EXPENSE INFORMATION

Original Expense Date	
User's Name and UFID (if applicable)	
Original Voucher, or Journal ID (including line numbers)	
ALL EXPENSE REFUNDS	1. For all expense refunds (including PCard charges), you must include the original voucher number or journal ID. 2. If reimbursing multiple vouchers or Journal IDs, please break down the amount being refunded to each.

ACCOUNTING INFORMATION

Original Amount	Reimbursement Amount	Dept ID	Fund Code	Budget Reference	PC GRANT Business Unit	Program	Account Code	Source of Funds	Activity ID	Project	Flex	UFID	CRIS

CONTACT INFORMATION

Department Name	
Contact Name, Phone Number, Email	

REFUND INFORMATION

Refund received from	
Amount of refund	
Date refund received	
Explanation/reason for refund	

DEPOSIT INFORMATION

Deposit Unit		Date of Deposit	
Deposit ID		Deposit Completed By	