

Process: Managing Employee Reimbursements using SRM Shopping Cart/SAP Requisition

Role: SRM Shopper / SAP Requisitioner

Frequency: As needed

Introduction: There are some categories within PRD which allow employee reimbursements if they relate to travel, meal expenses, etc. Use the PRD system if an applicable category there is available for the reimbursement.

If no category within the PRD catalog applies, an SRM Shopping Cart/SAP Requisition must be completed to reimburse the employee.

1. Vendor Entry: Confirm whether the employee is currently listed within the vendor database. Employee vendor numbers are identified by their 8XXXXXX structure.

If the employee is not found within the vendor database, use the Employee PERNER Form, located on the Purchasing website, to request setup of the 8XXXXXX vendor number. The form requires the employee's name and PERNER number. Instructions are included in the form.

Vendor inquiries, including those for employee 8XXXXXX vendor numbers, can be directed to vendorhelp@l.uky.edu.

2. SRM Shopping Cart / SAP Requisition: Complete the document as normal. Indicate in the header text and/or description line that it is an Employee Reimbursement. Attach an electronic copy of the receipt(s) to the cart or requisition.

3. Approval: An employee reimbursement follows the same departmental approval process as any Shopping Cart or Requisition.

4. Purchase Order Processing: Purchasing establishes a purchase order to pay the reimbursement.

5. Goods Confirmation (SRM) or Goods Receipt (SAP): Since the reimbursement is being processed within the SRM / SAP purchase system, a Goods Confirmation or Goods Receipt must be completed in order to release the payment.

6. Invoice Posting: After the purchase order is established, the department should forward the original receipt(s) to Accounts Payable. Ensure the PO number is recorded on the documentation and email to APPOInvoices@uky.edu.

Note: The use of employee reimbursements is highly discouraged except in cases of extenuating circumstance. The University has established policies and procedures for purchase of operational goods and services; the departmental procurement card is the correct purchase method in many of these cases. The University can also exercise its sales tax exemption when items are purchased in accordance with established policies.