

University of Kentucky Purchasing Division	<b>Document Number:</b> <b>20-01</b>	<b>Title:</b> <b>Employee Reimbursements</b>	Page 1 of 1
---	---	---	-------------

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

**Role:** SRM Shopper / SAP Requisitioner

**Frequency:** As needed

**Introduction:** There are some categories within the PRD catalog which allow employee reimbursements if they relate to travel, meal expenses, refreshments, etc. Use the PRD system if an applicable category is listed 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. The employee must have an 8XXXXXX number in the vendor database for the reimbursement in order to facilitate direct deposit to the employee's bank account. If an 8XXXXXX number needs established, a PERNER form must be submitted. The form can be found at on the web forms page of the Procurement Services website.

Purchasing contact for vendor additions or questions: [vendorhelp@l.uky.edu](mailto: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 via campus mail. Attach a Vendor Transmittal Cover Form to the receipt(s)  
(<https://www.uky.edu/hr/sites/www.uky.edu.hr/files/eForms/vendtrans-sap.pdf>).

**Note:** The use of employee reimbursements – for items other than those found in the PRD catalog – 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.