Non-Travel Reimbursement SOP

UW Pediatrics Policy:

- Reimbursements must be submitted within 90 days from the original purchase date or expenses will not be reimbursable.
- If there is no receipt, you must include a bank statement that shows the transaction, a confirmation email of purchase, and a written description of the items/services purchased. The written description must include the name of the person or business the items were purchased from, an itemized list, and the date of purchase.
- If a receipt is in a spouse's or someone else's name, the person whose name the receipt is under will be reimbursed.
- Purchases using a gift card or account credit/point are not reimbursable.

Required Documentation:

UW Employee / Non-UW Employee / Student:

- Non-Travel Reimbursement Form
- Receipt(s) – must be itemized
    - Expenses relating to food or light refreshments require:
        - List of attendees or invitees
        - Date and purpose of meeting/training/recognition

Reimbursement Process:

All UW employees can submit their own expense report (ER) via Workday, or you can send your reimbursement to Pedorder to submit on your behalf.

- Requester submits all required documentation to their respective Division Administrator or to pedorder@uw.edu.
- When Pedorder receives the request, they will submit the ER on the requester's behalf. Once completed, Pedorder will e-mail the ER confirmation to the requester.
- If all required documentation is not received or additional information is needed, Pedorder will reach out to the requester.

Resources:

UW Procurement Expense Reports (UW Staff/Faculty): Expense Report Reimbursements | Procurement Services

UW Procurement Miscellaneous Payment (Non-UW & Students): Miscellaneous Payments | Procurement Services

UW Procurement Expense Reports: Expense Report Reimbursements | Procurement Services

For general questions/concerns regarding reimbursement or the Pediatrics Department policies, e-mail pedorder@uw.edu