

OVERVIEW

UF is revising its cell phone reimbursement policies according to recommendations from the IRS. Three major changes are:

- Reimbursement for cell phone service or for the cell phone purchase will not be considered taxable, and therefore, no gross up needed.
- Reimbursement will be made via Disbursements instead of through Payroll.
- The total amount of the voucher will be the monthly allowance times the number of months to be paid, not to exceed twelve (12) months or the number of months until the end of the fiscal year. Vouchers and payments should not cross fiscal years.

To complete reimbursements through the rest of the 2011 fiscal year, departments need to set up the voucher in December 2011 or January 2012 through to June 30, 2012, for a maximum of six months.

STEPS

1. Contact the Vendor Maintenance group in Disbursements via e-mail at addvendor@ufl.edu to add, activate, or review the employee file before entering a voucher.
2. Enter an unencumbered voucher for the total of the number of months to be reimbursed up to a maximum of 12 months. If done in mid-year, the total amount of the voucher will be the monthly reimbursement times remaining months until June of the current fiscal year. Vouchers and payments should not cross fiscal years.
 - For guidance on starting an unencumbered voucher, see the Paying Vendors Toolkit instruction guide: [Paying Vendors: Using an Unencumbered Voucher](#).
3. When entering the Invoice Number, follow the format UFID-FY-Reimb, for example, 04142500-2012-Reimb. For a device purchase, the Invoice Number format should be UFID-FY-Purch.
4. Click the **Save** button and then the **Payments** tab. Use the plus (+) icon to add the number of payments needed to ensure payments are made on a monthly basis (Maximum 12 for a full year.)
 - Change the **Gross Amount** on each payment to reflect the **monthly reimbursement amount**.
 - Set the **Scheduled Due Date** on **each tab** to the date the payment needs to be made monthly.
 - Click the **Save** button

Paying for Wireless Device Reimbursements-Using an Unencumbered Voucher

Once the voucher is complete, the system will automatically make a payment each month for each payment set up in the unencumbered voucher.

The screenshot displays a software interface for managing unencumbered vouchers. The interface is divided into several sections:

- Summary:** Shows Business Unit (FLPTU), Voucher ID (03517595), Voucher Style (Regular Voucher), Total Amount (480.00), Vendor Name (Jodi Gentry), Invoice No (04142500-2012-ReImb), Invoice Date (01/03/2012), and Payment terms (10 Net 10). Buttons for Action, Run, and Schedule Payments are visible.
- Payment Information:** Shows details for Payment 1, including Remit to (0000052765), Location (001), Address (Jodi Gentry, PO Box 115006, Gainesville, FL 32611-5006), Gross Amount (40.00 USD), Discount (0.00 USD), Scheduled Due (01/15/2012), Net Due (01/13/2012), and Accounting Date.
- Payment Options:** Shows Bank (WACH), Account (AP), Method (EFT), L/C ID, Message, Pay Group, Handling (01), Netting (Not Applicable), and Hold Reason. There are checkboxes for Hold Payment and Separate Payment.
- Schedule Payment:** Shows Action (Schedule Payment), Payment Date, Pay, and Reference.

Navigation buttons at the bottom include Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update Query.

For further assistance, please contact University Disbursements at 392-1241 or email Disbursements@ufl.edu.