



University of Central Florida

Finance & Accounting Procedures Document

Purpose of Procedure:	To guide the departments regarding the use of ROTT's
Who Processes:	Accounts Payable
How often:	As needed
What is Processed:	Employee Reimbursements
Where are the results distributed:	
Date:	04/05/2018
Author:	Accounts Payable, F&A

General Guidelines on the use of ROTT (Reimbursement Other Than Travel)

ROTT's should be used for small, out-of-pocket purchases only when the university's preferred purchasing methods cannot be utilized. Small-dollar purchases should be made with purchasing card (pcard), petty cash, or a PO if the purchase involves an item not allowed by pcard or petty cash. The use of ROTTs results in the university paying state sales tax that it would not otherwise have to pay.

WHEN TO USE ROTT:

- Emergency purchases
- Unavoidable circumstances

EXAMPLES OF WHEN NOT TO USE ROTT

- Repeated purchase of goods or services from the same vendor
- Repeated purchase of the same goods or services from different vendors
- Purchase of Hazardous materials per EHS (Environmental Health Services) guidelines
- Purchase of tagable items

It is incumbent upon the department to have effective purchasing processes in place that allow for preferred purchasing methods to be utilized. Finance & Accounting will monitor the frequency and type of ROTT use and will advise the DDC if it appears their department's use of ROTT's is falling outside of the ROTT's intended purpose. The DDC should review the report and determine how alternate purchasing processes can be implemented.

Procedure Description:

An ROTT requisition may be initiated by the department's requester when an employee or student assistant has made purchases for university use.

ROTT use should be limited to small, out-of-pocket purchases when a purchasing requisition or the use of purchasing card is not feasible. Purchases outside of the limitations previously provided must be justified and reimbursement to the individual may be denied if sufficient justification is not submitted with the reimbursement.

An ROTT requisition is initiated utilizing the UCF Financials ePro requisition process. See Addy Notes:

http://www.financials.ucf.edu/Addy_Notes/ePRO/Creating_a_Req.pdf

On the Standard Comment Type (Steps 23-24), **ROTT** (Reimbursement Other Than Travel) must be selected and the following information must be provided:

- Name of the departmental requestor
- Department Name
- Department/Project Number
- Phone number
- Purchase Date
- Vendor Name
- Amount
- Payment method
- Description and purpose of the items purchased
- Justification why this was purchased by the employee without using a university purchasing card or obtaining a purchase order first

Once the ROTT PO has been approved, the requester should submit the following items to the travel mailbox at travelfa@ucf.edu:

1. Original (if sent via campus mail) or emailed receipts referencing the ROTT PO.
2. A printed copy of the purchase order
3. Provide an explanation of item(s) purchased and shipped to an address other than UCF.

Note: Sales tax paid on items is reimbursable on ROTTs.