



UNIVERSITY OF CENTRAL FLORIDA
DEPARTMENTAL EXPENSE REIMBURSEMENT TRANSMITTAL TO CASHIER'S OFFICE

FROM: _____

Date: _____

Department Name

SAMPLE - FOR REFERENCE ONLY

PLEASE DEPOSIT THESE FUNDS AS SHOWN BELOW:

Source of Funds: Phone/Payroll/Travel/Etc.	Department/Project Number	Account Number (7XXXXXX)	Dollar Amount
For use only where the source of funds relates to expenses being reimbursed. See attached for further instructions.			TOTAL DEPOSIT

Depositor's Name:

Please Print your Name (No signatures please)

Depositor's Phone #/

UCF email address:

Return Receipt to address

Include zip+4

Note: If a deposit is for a tagable asset account please include the decal number of the asset below:

Asset Decal Number:

CASH	
CHECK	
CC AM XPRESS	
CC DISCOVER	
CC MASTER CARD	
DEBIT MASTER CARD	
CC VISA	
DEBIT VISA	
ATM DEBIT CARD	
UD DEPT SMART	
VA CHAPTER 33	
TOTAL DEPOSIT	
Total deposits should net to zero (Check figure):	



DEPARTMENT EXPENSE REIMBURSEMENT TRANSMITTAL TO CASHIER'S OFFICE (Form 41 – 908B)

When submitting an Expense Reimbursement Transmittal, the following key information must be provided in an effort to have the transmittal processed promptly. Form 41 – 908B can only be used when deposits relate to expenses being reimbursed to the University.

1. **Department Name:** Enter the department.
2. **Date:** Enter the date the transmittal is documented and sent to the Cashier's office. Note: *The date the transmittal is received at the Cashier's office **MUST NOT** exceed 3 business days from the date it is documented.* (Reference: <http://policies.ucf.edu/documents/ReceiptandDepositofFundsbyDepartmentsFINALFINAL.pdf>).
3. **Deposit Description:** State if the expense is related to phone, payroll, travel, etc. In addition, provide a Reimbursement Voucher (RV) or Purchase Order number for the original expenditure incurred.
4. **Department/ Project:** Enter the 8-digit department or project number. This information can be obtained from the Finance & Accounting webpage on the "List of Department/Projects with Attributes" crosswalk table (updated daily) using the following hyperlink.
http://www.fa.ucf.edu/Home/Chartfields/FX_GL_ATTRIB_VW.xls
5. **Account:** Enter the six digit code that is posted to the general ledger which identifies the type of activity that has occurred. This information can be obtained from the Finance & Accounting webpage on the "List of Accounts" crosswalk table (updated daily) using the following hyperlink.
http://www.fa.ucf.edu/Home/Chartfields/FX_GL_ALT_ACCT_OBJCODE_XWALK.xls
NOTE: If making a deposit for a tagable asset, then please provide the asset decal number on the bottom section of the form.
6. **Depositor's Name:** Enter the name of the individual who can be contacted for questions regarding the deposit.
7. **Depositor's Phone/UCF Email Address:** Enter the phone number/UCF email address through which the depositor can be contacted.
8. **Total Deposits** – Total deposits within the shaded boxes must be in balance with each other and net to zero in the check figure box.