



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.