

Reimbursement process as of September 1, 2021

This process should be followed for all reimbursements including program/project reimbursements and start-up funds.

****All charges to be reimbursed should be charged to your office's state KFS account (ledger 1 accounts, accounts that start with 110----)****

1. Complete purchases/travel and charge to state KFS account.
2. Complete procurement/travel card logs and/or TES for expenses
3. Complete the adobe web form and attach supporting documents located here: <https://go.umd.edu/UMEReimbursementForm> Bookmark this form for easy access in the future.

Information that is required on this form includes:

- Email address and name of individual completing the form
 - Project/Program code i.e. OPS100001, FCS10001, AGS100001
 - Accounting string i.e. account charged to, object code, amount to be reimbursed
 - PDF attachment containing all supporting documents i.e. receipts, procurement/travel card log, TAR/TES
4. Adobe will send an email to you to ensure that you are the one that completed the form – click the link in the email to confirm email address. You will then receive an email copy of the form
 5. Once I receive the adobe form, the reimbursement will be completed within 7 business day.

If you have any questions about the process or form please contact Taylor Garrett at tgaret1@umd.edu 443-446-4266