



## Approval of Personal Reimbursement

Reimbursement of business expenses to University of Nebraska employees from University of Nebraska Foundation funds is permitted under [University of Nebraska Executive Memorandum No. 17](#). University of Nebraska leadership has further clarified the following administrative requirements in support of Executive Memorandum No. 17:

- If the claimant (i.e. the person seeking reimbursement) is also the spending authority of the fund issuing the reimbursement, this form is required to be attached to the electronic payment request.
- If the claimant is not the spending authority of the fund issuing reimbursement, this form is not required. Approval of the spending authority via the standard review process is acceptable.
- Both the claimant and the claimant’s supervisor must sign this form.
- If the claimant is the President or Chancellor, the form shall be signed by them and approved by the Vice President of Business and Finance or the cognizant Vice Chancellor of Business and Finance, respectively.

When submitting an electronic payment request to the University of Nebraska Foundation via NUFFO, this form must be completed and attached to the request record where the claimant is the spending authority.

**AMOUNT of Reimbursement:** \$ \_\_\_\_\_

### Claimant’s Signature

### Supervisor’s Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please attach this form to a NUFFO electronic payment request. Questions can be directed to [paymentrequest@nufoundation.org](mailto:paymentrequest@nufoundation.org).