Out of Pocket Reimbursements (OOP)

UI Employees (Processed through Chrome River)

1. Submit all out of pocket expense receipts and **Reimbursement Request Form** to FST at engr-finance@uidaho.edu (1 – 3).

2. For Food Purchases: Complete a **Entertainment Expense Form** instead of Reimbursement Request Form.

3. Reviews and processes reimbursement in Chrome River.

4. Receives email to approve in Chrome River.

5. Reviews and sends reimbursee set-up forms when needed.

6. Final approval. Payment is processed.

Non-UI Employed Students and Non-UI Employees (Processed as a Claim Voucher)

1. Submit receipts and signed **Reimbursement Request Form** to FST at engr-finance@uidaho.edu (1, 3, 4).

2. For Food Purchases: Complete a **Entertainment Expense Form** instead of Reimbursement Request Form.

3. Reviews and sends reimbursee set-up forms when needed.

4. Receives email to approve in Chrome River.

5. Completes W9 or W8 and direct deposit forms. Returns to FST. (2, 5)

6. Process reimbursement and submit to AP.

7. Approves and processes payment.

**Notes:**

1. Reimbursements for UI employees are processed in Chrome River. If you want the FST to process your claim, you must make them a delegate first. [https://www.uidaho.edu/~media/UIdaho-Responsive/Files/finance/Controller/travel-services/chrome-river/assign-delegates.pdf](https://www.uidaho.edu/~media/UIdaho-Responsive/Files/finance/Controller/travel-services/chrome-river/assign-delegates.pdf)

2. Direct Deposit form can be found as [https://www.uidaho.edu/finance/controller/accounts-payable/ap-forms](https://www.uidaho.edu/finance/controller/accounts-payable/ap-forms)

3. If a new vendor set-up is required forms will be sent to you from FST.

4. Students who receive reimbursements by Claim Voucher must not be UI employees in any capacity. Students employed by UI must process reimbursement request through Chrome River.