

## SEFS Reimbursements Policy

With prior approval, SEFS processes reimbursement requests for personnel conducting project-related fieldwork on behalf of the school. The purpose of this policy is to clarify what purchases, apart from groceries, CANNOT be reimbursed due to how many SEFS sponsors have restrictive policies (WDFW, USDA, Forest Service, etc.)

The following costs are not eligible for reimbursement:

- Alcoholic beverages
- Donations (e.g., when prompted to donate at end of transaction)
- Fines and late fees
- Personal care items (e.g., health and beauty, prescription, or over-the-counter drugs)
- Salaries and corresponding benefits

For a full list of non-eligible items, please visit the UW Procurement Services Reimbursements website.

The purchase of non-business expense items should be conducted as a separate personal transaction that is distinct from UW's business needs while doing field work. Anyone expected to be reimbursed must separate their business and personal purchases at the time of payment. If receipts with non-eligible items are received, then that receipt, in whole or in part, cannot be reimbursed according to our sponsors requirements.