

Reimbursed Expenses

Departments occasionally receive payments from non-Yale third-parties that may be classified as a reimbursement. Some of these payments may be deposited through RIF, while others must be sent to and processed by Accounts Payable (charges that were originally incurred through Accounts Payable, such as vendor refunds and repayments of travel / expense advances).

Travel Reimbursements

If travel expenses are being reimbursed by a third-party payor (originally charged using a Yale P-card), the following guidelines must be adhered to:

- Deposit through RIF
- Must list the third-party company/entity as the payor
- Transaction description must include the original EMS #
- Book as a credit to expenditure type **871200 (Travel Reimbursements Received)**
- **Do not** charge initial travel expenses to a sponsored award unless the award specifically allows the charges. If you have any reason to believe that the travel expenses will be reimbursed by a third party source, do not charge the expenses to a sponsored award.
- If out-of-pocket funds were used for travel expenses related to Yale University activities and third party reimbursements are expected for part of the total expenses incurred, process only the unreimbursed balances through EMS.

Other Reimbursements

Other reimbursements - including vendor rebates or insurance reimbursements:

- Book as a credit to the ET used in the original expense or balance sheet transaction.
- See Procedure [2801 PR.01](#) (Recording and Depositing Cash Receipts) for details regarding which deposit process to use.

Contributions from Third-Parties

Third-party payors also make contributions to Yale that may be used to support conferences or other educational activities. These payments should continue to be classified as gifts unless the donor is receiving a direct benefit from the contribution (i.e., an educational session held exclusively for the donor's employees). The intention of the payor should determine the classification of the payment, not the overhead rate that will be charged.

See [Policy 2200](#) (Gifts to the University).