



UNDERSTANDING EXPENSE REIMBURSEMENTS ON YOUR PAY ADVICE FREQUENTLY ASKED QUESTIONS

Do I still submit reimbursements to the same department? Has the reimbursement form been updated?

You should continue to following the current process for submitting reimbursements. No, the reimbursement form will remain the same. The only change is that now you will see your reimbursement on your pay advice, instead of receiving a separate check.

Will my reimbursement be taxed?

Taxes will be applied to your reimbursements the same as they are today. The only time an employee reimbursement becomes taxable is if it is submitted after 120 days from the date of travel or the date of the purchase for reimbursement.

- *Taxable Reimbursements* will appear as "Emp Reimbursement Taxable." Taxes will be calculated and deducted from any taxable reimbursement. However, the tax amount for your reimbursement will not appear separately on your pay advice. The tax deduction is included within the overall payroll taxes for all categories: Federal, State, and FICA Med.
- *Non-taxable reimbursements* appear as "Reimbursement/Advance"; these reimbursements do not receive tax deductions.

Will you take deductions or garnishments from my reimbursement?

Deductions calculated as a percentage of your pay will not include the reimbursement amount. Reimbursements will also not be subject to garnishments.

If for some reason you do not get your regular pay during a pay period and you receive a reimbursement, the payroll department will review and suppress deductions for that one pay period. You will still be responsible for paying the deductions just as you would if no reimbursement had occurred.

How will this impact my payroll direct deposit?

Since reimbursements are included in your net pay, they will be deposited into the account you identified for direct deposit. If you set up more than one account for the direct deposit, the distribution rules you established at that time will be followed. For example, if you directed \$500 to Account A and the rest to Account B, the first \$500 of your regular pay will go to Account A; the remaining regular pay and the entire reimbursement will go to Account B. For those employees that have set up direct deposit based on percentage of total pay, any reimbursement they receive will be split between accounts accordingly.

If you wish to change your direct deposit setup, please complete a direct deposit form and send to Human Resources. Forms can be found at <http://www.uml.edu/hr/Forms.html>

I've submitted multiple reimbursement requests, how do I know which reimbursements are included in my pay? (Existing process has these itemized)

Paychecks will have a single line item for either taxable or non-taxable reimbursements; there will not be a separate line for each expense report. All expense inquiries should still be directed to the person or department that answers your questions today.



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Who do I contact if I have additional questions about my expense reimbursement?

If you have any questions regarding the changes happening please feel free to contact Denise Anastasopoulos, Accounts Payable Supervisor, at x3478 or email your questions to travel@uml.edu. Specific questions can be directed as follows:

- Travel Advance & Reimbursements - Shaun Sullivan x3516
- General Reimbursements – Norma Levasseur x4727
- Direct Deposit – Human Resources Office x3560