

Reimbursements vs Refunds: Who, Where, Why?

Have you ever wanted to reimburse travel expenses for a speaker at a seminar you put on? Or have you ever needed to refund a ticket holder for an event that was cancelled? You may have logged into HuskyBuy and thought, “*Wait... do I reimburse or provide a refund using HuskyBuy or Concur?*” Procurement Services and Accounts Payable would like to help you by clarifying any confusion between reimbursements and refunds you may have. We also want to take this opportunity to inform you with whom and when you should provide reimbursements and refunds.

Reimbursement Definition and Examples

Reimbursement is when an individual or a company has already paid for any expenses where the university should be responsible for paying. For example, airfare, hotel, car rental, mileage or incidentals such as food and tolls.

Who and where to Reimburse?

- Guests and Suppliers are reimbursed in HuskyBuy
 - Guests and suppliers setup their remittance address in HuskyBuy. This address is where checks will get sent to if an alternative payment method was not chosen.
- Current Employees are reimbursed in Concur
 - If the employee has signed up for direct deposit in CORE-CT, payment will go to the primary bank account that was setup in CORE-CT.
 - If direct deposit was not setup, a check will be sent to the address on file.
- Current Students (including student employees) are reimbursed in Concur
 - A check will be sent to the mailing address listed in the Student Admin system.

Note: University employees may be reimbursed for certain non-travel related out of pocket expenses per University Policy <https://accountspayable.uconn.edu/out-of-pocket-purchases>.

Refund Definition and Examples

A refund is a return of funds that were paid to the University. Refunds may happen to compensate individuals for cancellations, overpayments. For example, Specific Individuals who purchased tickets to a University of Connecticut related event and the event was cancelled.

Who and where to Refund?

- Guests and Suppliers are refunded in HB unless they are part of a bulk refund (see below).
- Current Employees are refunded in HB unless they are part of a bulk refund (see below).
- Current Students are refunded in HB unless they are part of a bulk refund (see below).

Generally, you can follow this chart to help you make your decisions.

Reimburse	HuskyBuy	Concur
Students		X
Employees		X
Guests	X	
Suppliers	X	
Refund		
Students	X	
Employees	X	
Guests	X	
Suppliers	X	

Bulk Refunds in KFS

At times you may have many people to refund at once. For example, a University event was cancelled. Quali allows for a bulk refund functionality. Contact Accounts Payable to request a bulk refund. Bulk refunds can be used to refund Guests, Students and Employees when you have ten or more people to refund at once. This will be paid out of KFS via an Excel upload.

Payment Timeline

There are multiple factors involved in determining the time a payment is made. For more information, please visit the Bursar's website at the following link: <https://bursar.uconn.edu/departments/cash-operations/accounts-payable-disbursements/>

Items Not Included

For refunds outside of HuskyBuy and Concur note the following:

- For ALL Huskybuck refunds, contact the one card office. <https://onecard.uconn.edu/husky-bucks/husky-bucks-refunds/>
- For Students with direct educational expenses only, contact bursar@uconn.edu.

Additional Resources

- HuskyBuy <https://kb.uconn.edu/space/FPB/26666663970/HuskyBuy>
- Concur <https://kb.uconn.edu/space/FPB/26690093140/TRAVEL+SERVICES>
- Accounts Payable <https://accountspayable.uconn.edu>
- Bursar <https://bursar.uconn.edu>

New Supplier Request

When choosing your **Refund/Reimbursement** Business Purpose for adding your supplier, be sure to note there are multiple options for choosing a **Refund** supplier.

1. **Refund/Reimbursement Only** (Individuals and Companies outside of UConn)
2. **Refund for Employee or Student Only** (use for UConn Employees and Students)

Joe Smith	Questions - Overview Print Request History
Template Request Status Supplier Request Incomplete	> On This Page
Instructions	Company Information
Questions ✓	As a reminder if your vendor is a foreign vendor that requires a wire payment, please remember to fill out the Wire Form located on the Departmental Domestic and International Wire Transfer Procedures webpage .
Overview ✓	Supplier Type * ⓘ <input type="radio"/> Company <input type="radio"/> Individual
Timeline Overview ✓	Supplier Name * <input type="text" value="Joe Smith"/>
Review and Complete	Business Purpose for adding Supplier? * <input type="radio"/> Purchase of Goods/Services <input type="radio"/> Honorarium/Stipend <input type="radio"/> Refund/Reimbursement Only <input type="radio"/> Refund for Employee or Student Only <input type="radio"/> Other
Supplier Request Workflow	