

Requirements for Payments Related to Tuition Reimbursements:

1. Each voucher packet submitted to DFS will include a signed attestation from the Principal Investigator (PI) that includes:
 - a. A listing of the students whom tuition is being reimbursed
 - b. The number of hours and the hourly rate for which the tuition is being reimbursed
 - c. A statement that the tuition is in accordance with all applicable laws, rules, and agreement with DOH
2. Each voucher packet submitted to DFS will also include the Letter of Appointment (LOA) and the transactional detail — See example below that UF has provided.

Letter of Appointment (LOA) Example

[Grad Waiver Status](#) |
 [Funding Detail](#) |
 [Course Detail](#)

Empl ID XXXXXXXXXX XXXXXXXXXX

Term 2181 Waiver Requested Matric Tuition Residency F

Waivers

Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.250000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs
Reg Mat In-State	4038.57	Sum1 Mat In-St	Sum2 Mat In-St
Reg Mat Out-St		Sum1 Mat Out-St	Sum2 Mat Out-St
Reg Fee In-St		Sum1 Fee In-St	Sum2 Fee In-St
Reg Fees OutSt		Sum1 Fee Out-St	Sum2 Fee Out-St

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 |

 Funding 1-2 of 2 Last

Funding		Share Percent									
LOA Rcd Nbr	Appt Type	Session	Waiver	Remission Type	Department ID	Combination Code	Pay Session	In State Amt	Out of State Amount	Error	
1	15 GA	Regular	Matric	Direct		000102333	Regular	614.10			
2	15 GA	Regular	Matric	Direct		000103724	Regular	3424.47			

[Grad Waiver Status](#) |
 [Funding Detail](#) |
 [Course Detail](#)

Empl ID XXXXXXXXXX XXXXXXXXXX

Term 2181 Waiver Requested Matric Tuition Residency A

Waivers

Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs
Reg Mat In-State	4038.57	Sum1 Mat In-St	Sum2 Mat In-St
Reg Mat Out-St		Sum1 Mat Out-St	Sum2 Mat Out-St
Reg Fee In-St		Sum1 Fee In-St	Sum2 Fee In-St
Reg Fees OutSt		Sum1 Fee Out-St	Sum2 Fee Out-St

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 Funding 1-3 of 3 Last

Funding		Share Percent									
LOA Rcd Nbr	Appt Type	Session	Waiver	Remission Type	Department ID	Combination Code	Pay Session	In State Amt	Out of State Amount	Error	

1	1	GA	Regular	Matric	Direct		000102333	Regular	319.33		
2	1	GA	Regular	Matric	Direct		000103724	Regular	1780.73		
3	2	GA	Regular	Matric	Direct		0070643	Regular	1938.51		

Empl ID [REDACTED] [REDACTED]

Term 2185 Waiver Requested Matric Tuition Residency A

Waivers			
Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	6	Sum1 Waiver Hrs	Sum2 Waiver Hrs
Reg Mat In-State	2692.38	Sum1 Mat In-St	Sum2 Mat In-St
Reg Mat Out-St		Sum1 Mat Out-St	Sum2 Mat Out-St
Reg Fee In-St		Sum1 Fee In-St	Sum2 Fee In-St
Reg Fees OutSt		Sum1 Fee Out-St	Sum2 Fee Out-St

Personalize | Find | | Funding 1-2 of 2 Last

Funding		Share Percent									
LOA Rcd Nbr	Appt Type	Session	Waiver	Remission Type	Department ID	Combination Code	Pay Session	In State Amt	Out of State Amount	Error	
1	12 GA	Regular	Matric	Direct		000102333	Regular	1346.19			
2	12 GA	Regular	Matric	Direct		000103724	Regular	1346.19			

Empl ID [REDACTED] [REDACTED]

Term 2185 Waiver Requested Matric Tuition Residency A

Waivers			
Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	6	Sum1 Waiver Hrs	Sum2 Waiver Hrs
Reg Mat In-State	2692.38	Sum1 Mat In-St	Sum2 Mat In-St
Reg Mat Out-St		Sum1 Mat Out-St	Sum2 Mat Out-St
Reg Fee In-St		Sum1 Fee In-St	Sum2 Fee In-St
Reg Fees OutSt		Sum1 Fee Out-St	Sum2 Fee Out-St

Personalize | Find | | Funding 1-2 of 2 Last

Funding		Share Percent									
LOA Rcd Nbr	Appt Type	Session	Waiver	Remission Type	Department ID	Combination Code	Pay Session	In State Amt	Out of State Amount	Error	



1	3	GA	Regular	Matric	Direct		000103724	Regular	1346.19		
2	3	GA	Regular	Matric	Direct		000102333	Regular	1346.19		


[Grad Waiver Status](#) |
 [Funding Detail](#) |
 [Course Detail](#)

Empl ID ██████████ ██████████

Term 2185 Waiver Requested Matric Tuition Residency A

Waivers			
Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	6	Sum1 Waiver Hrs	Sum2 Waiver Hrs
Reg Mat In-State	2692.38	Sum1 Mat In-St	Sum2 Mat In-St
Reg Mat Out-St		Sum1 Mat Out-St	Sum2 Mat Out-St
Reg Fee In-St		Sum1 Fee In-St	Sum2 Fee In-St
Reg Fees OutSt		Sum1 Fee Out-St	Sum2 Fee Out-St

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  |
 
 Funding 1-2 of 2 [Last](#)

Funding		Share Percent								
LOA Rcd Nbr	Appt Type	Session	Waiver	Remission Type	Department ID	Combination Code	Pay Session	In State Amt	Out of State Amount	Error
1	22	GA	Regular	Matric	Direct		000103724	Regular	1346.19	
2	22	GA	Regular	Matric	Direct		000102333	Regular	1346.19	

Combination Code Table

Set ID UFLOR

Process Group

GL Combination Code 000102333

Combination Code Detail		Find	View All	First	1 of 1	Last
Effective Date	06/15/2017	Status	Active			
Description	19020100-209-2200-P0049672					
Short Desc	19020100	<input checked="" type="checkbox"/>	Valid Value			
ChartField Detail						
Department :	19020100					
Fund Code :	209					
Program Code :	2200					
Account :	600000					
Source of Funds :	G000400					
Budget Reference :	CRRNT					
Dept Flex :						
EmplID :						
PC Business Unit :	GRANT					
Project :	P0049672					
Activity :	1					
Source Type :						
Category :						
Subcategory :						
CRIS :						

Our HR and LOA (letter of appointment) systems use a GL combo code that relates back to the project chartfield. Here you see that GL combo code 000102333 relates to Project P0049672.

Transaction Detail by Award Number Example

Award Number	Project Number	Journal ID	Sub-System Source	Acctg Date	Transaction Detail
AWD02265	P0049672	LOA2982951	GL	04/04/2018	JE# UFLOR-LOA2982951
AWD02265	P0049672	LOA2982951	GL	04/04/2018	JE# UFLOR-LOA2982951
AWD02265	P0049672	LOA2983271	GL	04/05/2018	JE# UFLOR-LOA2983271
AWD02265	P0049672	LOA2983271	GL	04/05/2018	JE# UFLOR-LOA2983271
AWD02265	P0049672	LOA3015911	GL	05/30/2018	JE# UFLOR-LOA3015911
AWD02265	P0049672	LOA3017055	GL	06/01/2018	JE# UFLOR-LOA3017055
AWD02265	P0049672	LOA3017055	GL	06/01/2018	JE# UFLOR-LOA3017055

Account Desc	Posted Amount	Proj Analysis Type	DeptID	Source	Fund	Program	Bud Ref
WAIVERS	\$4,038.57	LOE	19020100	G000400	209	2200	CRRNT
WAIVERS	\$2,100.06	LOE	19020100	G000400	209	2200	CRRNT
WAIVERS	(\$3,424.47)	LOE	19020100	G000400	209	2200	CRRNT
WAIVERS	(\$1,780.73)	LOE	19020100	G000400	209	2200	CRRNT
WAIVERS	\$1,346.19	LOE	19020100	G000400	209	2200	CRRNT
WAIVERS	\$1,346.19	LOE	19020100	G000400	209	2200	CRRNT
WAIVERS	\$1,346.19	LOE	19020100	G000400	209	2200	CRRNT

	\$614.10
	\$319.33

\$4,972.00

