
From: BusinessAffairs Advisory Forum <BAAF-L@LISTSERV.UGA.EDU> on behalf of Holley W Schramski <hschrams@UGA.EDU>
Sent: Tuesday, October 25, 2011 1:06 PM
To: BAAF-L@LISTSERV.UGA.EDU
Subject: Payment of License, Certification Fees, and Similar Expenses

In response to questions recently received, we want to clarify when it is appropriate to pay for license, certification fees, and/or other similar expenses for employees.

- License and certification fees are authorized when it is a condition of employment for the employee.
- The employee must be on payroll during the period that the license or certification is active.
- The license or certification must be directly related to the employee's present position.
- The license or certification is required by the University.

Reimbursement may be paid directly to an employee who pays for the license or certification or the University will pay directly to the vendor. Requests for payment should be submitted on check request.

This information has been added to AskUGA at: <http://askuga.uga.edu/default.asp?id=1421&Lang=1&SID>

Questions can be directed to Jennifer Collins at jfinch@uga.edu or Andre Simmons at asimmons@uga.edu or by calling Accounts Payable at 706-542-2786.

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