Thank you for your recent Payment Request(s) submitted to Accounts Payable for processing a reimbursement. We’d like to take this opportunity to remind you that while this reimbursement will be paid for the full amount as it was submitted, **effective February 1, 2015, Accounts Payable will be reducing the amount of similar reimbursements to exclude the amount of Utah State Sales Tax paid by the individual**. There are certain limited situations where Utah State Sales Tax may be reimbursed, so please refer to the recently revised [University Rule 3-010A](http://regulations.utah.edu/administration/rules/R3-010A.php) and [FBS Policy Points](http://fbs.admin.utah.edu/policypoints/2014/12/01/changed-rule-will-reduce-utah-state-sales-tax-payments/) (posted in December) for more information.

We expect you may have questions regarding this new procedure. Please feel free to contact Heidi Slack, Assistant Manager, directly with your questions or concerns. She can be reached at [heidi.slack@admin.utah.edu](mailto:Heidi.slack@admin.utah.edu), or 801-581-7048.

Thank you for helping us share this information with those in your department that may be impacted by the new policy, but have not yet received this information through our formal communication channels.

Sincerely,  
  
Paul Nieman  
Accounting Clerk  
Account Payable  
University of Utah  
201 S Presidents Circle RM 145  
Salt Lake City, UT 84112